

NASPNCLAINST 5100.1J  
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NASPNCLA INSTRUCTION 5100.1J

Subj: OCCUPATIONAL SAFETY AND HEALTH PROGRAM

Ref: (a) SECNAVINST 5100.10D  
(b) U.S. Public Law 91-596 (Occupational Safety and Health Act) Title 29, CFR, Parts 1910, 1926, and 1960  
(c) OPNAVINST 5100.8F  
(d) OPNAVINST 5100.23D

Encl: (1) Occupational Safety and Health Program Manual

1. Purpose. To establish and emphasize the duties and responsibilities of Department Heads, Special Assistants, safety officers, supervisors, military personnel, and civilian employees in the administration and operation of the Occupational Safety and Health Program per references (a) through (d).

2. Cancellation. NASPNCLAINST 5100.1H

3. Objectives. To prevent accidental deaths and injuries to military and civilian personnel, and losses and damage to material.

4. Action. Enclosure (1) details the duties and responsibilities of the Safety Office, Department Heads, Special Assistants, and all supervisory and nonsupervisory personnel in the various aspects of the safety program. Department Heads, Special Assistants, and supervisory personnel are responsible to the Commanding Officer for ensuring strict observance of safety precautions and regulations in their respective departments, offices, and work areas by all personnel. In addition, each individual shall strictly observe all safety precautions and regulations applicable to their work or duty.

5. Safety Program Components. Enclosure (1) conforms to the basic safety precepts and is organized according to functions and requirements of references (a) through (d).

6. Reports. The following reports are covered in enclosure (1):

- a. Motor Vehicle Mishap Report, NASP 5102/3, Chapter 13
- b. Personal Injury/Death Report, NASP 5102/2, Chapter 11
- c. Material/Property Damage Report, Chapter 12
- d. Annual Report of Navy Occupational Injuries and Illnesses, OPNAV 5100/5 (OSHA Form 102F Modified), Chapter 14
- e. Message Report of Death or Injury to five or more persons (message or telephone), Chapter 11
- f. Navy Personnel Report of Unsafe or Unhealthful Working Conditions, OPNAV 5100/11, Chapter 8

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g. NAVOSH Deficiency Notice, OPNAV 5100/12, Chapter 4

/s/  
TIMOTHY THOMSON

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OCCUPATIONAL SAFETY AND HEALTH PROGRAM MANUAL

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CHAPTER 1

## POLICY AND RESPONSIBILITIES

1. The policy of this activity is to fully implement the Occupational Safety and Health (OSH) Program. All possible steps shall be taken to eliminate or effectively minimize, through control, the exposure of all personnel to accidental injury or the conditions adversely affecting their health. This shall be accomplished through the application of comprehensive, effective, and continuous safety and industrial health programs. U.S. Navy Regulations, Article 0732, directs that: "The Commanding Officer shall require that persons concerned are instructed and drilled in all applicable safety precautions and procedures, that these are complied with, and that applicable safety precautions or extracts are posted in appropriate places. In any instance where safety precautions have not been issued or are incomplete, the Commanding Officer shall issue or augment such safety precautions as deemed necessary, notifying, when appropriate, higher authorities concerned."

a. The Commanding Officer places responsibilities for prevention of mishaps and injuries directly on Department Heads, Special Assistants, and supervisors who have responsibility for control over personnel, operations, and equipment, and holds them accountable for mishaps that occur in areas under their control. Supervisors shall be made aware of their responsibilities for identifying and correcting safety and health problems. This in no way relieves individual employees of their responsibility to strictly observe all safety and health precautions applicable to their work or duty area, and immediately report any mishaps and/or unsafe conditions to their supervisor. Supervisors shall stop any operation which places personnel, facilities, or equipment in imminent danger, take immediate corrective action, and notify the Safety Office (Code 00E00).

b. Staff responsibility for Safety and Occupational Health is delegated to the Safety Manager who develops and promotes a comprehensive mishap prevention program and reports to the Commanding Officer on the effectiveness of the overall program. The Safety Manager shall brief the Safety Policy Committee and Commanding Officer at least quarterly on matters requiring facility attention or assistance from higher authority. Safety personnel are technical advisors to the Commanding Officer and his staff on all matters relating to safe mission accomplishment. Safety personnel develop basic mishap prevention and safety and health education programs, and ensure that safety and health standards are incorporated into all functional directives and procedures. Safety personnel identify unsafe procedures, personnel practices, and conditions through inspections and investigations. Program implementation and compliance are functions of the departments, divisions, and supervisors who control equipment and direct operations and personnel. Safety personnel shall stop any operation which places personnel, facilities, or equipment in imminent danger. Corrective action shall be initiated immediately through contact with the supervisor or next level of management as appropriate. Corrective action for safety and health discrepancies will be coordinated and monitored by Safety personnel.

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2. This instruction contains the guidelines which Department Heads and Special Assistants shall use to organize and conduct a safety program within their respective department; the primary objective being to enhance operational readiness by preventing accidental deaths and injuries to personnel, both military and civilian, as well as by preventing damage to Navy material and equipment. This instruction identifies the components of such a safety and health program and the minimum precepts required.

3. In addition to providing guidance for organizing and administering an effective safety and health program, this instruction also describes the various reports which must be prepared and the circumstances which dictate their preparation.

4. Department Heads and Special Assistants shall advise the Safety Manager (Code 00E00) promptly of:

a. Any material set forth in this instruction which apparently conflicts with laws, instructions, or directions of higher authority.

b. Additional subjects, standards, or codes which are recommended for inclusion. If such material has been prepared or used within a department, it shall be forwarded with the recommendation.

c. Any suggestions which would improve this instruction and make it more useful in implementation of the OSH Program.

5. The Commanding Officer, via the Safety Manager, shall be the focal point for all matters concerning the OSH Program at Naval Air Station Pensacola.

CHAPTER 2

## ORGANIZATION AND ADMINISTRATION

1. General

a. The OSH Program is organized and administered command-wide under the staff direction of the Safety Manager.

b. It shall be implemented at each and every working level in all activities, and involves everyone from the Commanding Officer to new employees.

c. This chapter identifies responsibilities and outlines the functions of various levels of management and nonsupervisory personnel.

2. Applicability and Scope. The provisions of this instruction apply to all NAS Pensacola military and civilian personnel. These requirements also apply to military and civilian personnel of tenant activities who have an Inte-service Support Agreement or Memorandum of Agreement for Safety support with the Commanding Officer, NAS Pensacola.

3. Responsibilities

a. Department Heads and Special Assistants. Each Department Head and Special Assistant is responsible for the maintenance of safe operations and practices, and for the prevention of accidents and injuries within the department or office. Their duties shall include, but are not limited to, the following:

(1) Establishing adequate internal procedures and records for the administration, supervision, and evaluation of the program in the department.

(2) Ensuring all plans and/or specifications for new or altered facilities, processes, equipment, and procedures are reviewed and approved by Safety Office personnel.

(3) Taking necessary steps to ensure prompt reporting to the Safety Office of any possible disabling injury, explosive mishap, or any other serious type of mishap.

(4) Ensuring all employees understand and comply with prescribed safety and health instructions, rules, regulations, and the use of prescribed protective clothing and equipment.

(5) Periodically monitoring shop and office safety and health meetings.

(6) Making program improvement recommendations to the Command Safety Policy Committee which may improve the OSH Program.

(7) Performing additional duties relating to safety and health upon request or as necessary.

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b. Supervisors. Department Heads and Special Assistants shall periodically apprise supervisors of their responsibilities concerning the maintenance of safe operations and practices, and for the prevention of mishaps within their respective areas of authority. It shall be the duty of every supervisor to:

(1) Be familiar with the applicable safety and health requirements for each operation, building, or area for which responsible.

(2) Inspect operating practices and conditions for hazards, and take appropriate corrective actions.

(3) Educate and train personnel under their supervision in approved safety procedures and work methods, and ensure personnel are familiar with the safety and health practices for their trades.

(4) Promptly report any safety or health hazards not under their jurisdiction to higher authority.

(5) Exercise good leadership by personally observing all appropriate safety and health rules.

(6) Plan work assignments with complete attention to the protective equipment and safeguards required.

(7) Review with personnel the safety and health instructions appropriate to their specific assignments.

(8) Present lectures on safety and health (10-minute talks or equivalent).

(9) Consult with the Safety Manager on:

(a) Safety and health matters not covered by published instructions to obtain proper guidance in the approved precautions or requirements.

(b) Injury reports, by reporting all injuries to the Safety Office within 5 days of an incident.

(c) Accident investigations, investigation of injuries, and health hazards, as required, by furnishing complete and accurate reports to Safety personnel.

(d) Safety Committee duties.

(10) Provide required reports to the Safety Office

(11) Encourage employee participation in prompt identification and reporting of unsafe and unhealthful conditions and practices.

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c. Employees. Employees at all levels of the work force are responsible for accomplishing work in a manner which will assure their own safety and health, as well as that of others. These duties include:

(1) Following all safety and health instructions and procedures, both written and oral.

(2) Observing all safety and health precautions applicable to their duties.

(3) Reporting unsafe and unhealthful conditions or equipment to their supervisor.

(4) Reporting immediately to the supervisor any mishap resulting in personal injury or property damage, no matter how slight.

(5) Obtaining medical treatment as soon as possible after the occurrence of an injury.

(6) Using and/or wearing personal protective equipment. Protective equipment shall be used by military and civilian personnel at all times while exposed to materials, equipment, operations, and services that may be hazardous. Protective equipment will be furnished without cost when its use is determined a necessity and approved by the Commanding Officer to prevent mishap, injury, occupational illness and/or disease. Protective equipment or clothing readily adaptable to private use will be provided only when workers are engaged in special work not in connection with regularly assigned duties, and the Commanding Officer determines that such items are necessary for protection of the worker in the performance of the specially assigned task.

d. Safety Manager. The Safety Manager is responsible to the Commanding Officer for developing and maintaining a comprehensive mishap prevention program. The Safety Manager is vested with authority to inspect all facility operations and activities, as well as records, and to take immediate steps to stop any operation or hazardous practice where there appears to be impending danger of serious injury or death, or serious damage to equipment, material, or facilities.

(1) Advise and assist the Commanding Officer and his staff on all safety and occupational health matters.

(2) Serve as the command representative and point of contact on all matters pertaining to safety and occupational health received from outside the command.

e. Safety Office Responsibilities. The Safety Office is organized to assist the command, in cooperation with the Industrial Medical Officer, the



Industrial Hygienist, and the Fire Department, in all matters pertaining to the safety and health of employees. The Safety Office shall:

(1) Develop and promote the command's overall OSH Program.

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(2) Consult with operating personnel, safety committee members, and all levels of management regarding the correction of hazardous and dangerous working conditions.

(3) Initiate and maintain a program for stimulating and maintaining employee interest in safety.

(4) Investigate accidents, review accident reports, and monitor corrective measures taken to eliminate accident causes.

(5) Make safety inspections and recommend necessary remedial measures and follow to completion.

(6) Provide assistance in the conduct of supervisory and employee safety meetings as well as work area and shop safety instruction meetings.

(7) Approve personal protective equipment and standard operating procedures, as well as plans for new or altered facilities, processes, equipment, and chemicals.

(8) Review beneficial suggestions concerning safety and occupational health.

(9) Maintain accident records and ensure all safety and accident reports are submitted promptly per directives from higher authority.

(10) Prepare minutes of the Command Safety Policy Committee, NAS Pensacola Drive Safe Council, and Tenant Activities Safety Committee.

(11) Prepare accident analysis data for the command.

(12) Sponsor a program for education and training in safety and occupational health and mishap prevention, on and off station.

(13) Provide technical safety guidance to supervisors, workers, and employee representatives upon request or as necessary.

(14) Develop and implement a safety and occupational health training program for supervisory and management personnel.

(15) Administer the Safety Awards Program and arrange for presentation of awards as appropriate.

(16) Review drawings for safety and health implications relative to major or new construction in buildings, structures, facilities, and processes.

(17) Review plans for the procurement of major equipment or changes to existing equipment.

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### CHAPTER 3

#### NONAPPROPRIATED FUND ACTIVITIES ACCIDENT PREVENTION PROGRAM

1. Purpose. To establish an Accident Prevention Program for nonappropriated fund activities.

2. Background. BUPERSINST 5101.4 emphasizes the need for a comprehensive Accident Prevention Program in the areas of recreation and mess management. The intent of the program is to eliminate unsafe conditions and practices which may result in injuries and damage by fire or accident to equipment or property.

3. Action

a. Managers of Nonappropriated Fund Personnel shall discharge their responsibilities for the administration of the Accident Prevention Program in their respective areas. All provisions of this instruction shall apply to all Nonappropriated Fund employees.

b. Safety Coordinators

(1) Provide safety indoctrination to all personnel.

(2) Initiate action to eliminate unsafe conditions and practices.

c. NAS Pensacola Safety Office

(1) Perform periodic safety inspections of nonappropriated fund activities to ensure the safety programs and instructions outlined in reference (c) are being complied with.

(2) Provide professional safety program assistance as requested.

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#### CHAPTER 4

##### WEARING APPAREL REGULATIONS

1. Purpose. To establish policy governing wearing apparel and jewelry by military and civilian personnel while working aboard NAS Pensacola.

2. Background. Disregard for protective clothing, wearing inappropriate attire, or a lax attitude can cause or contribute to personal injuries. Individual responsibility does not consist of merely being physically present; it also requires that each person be dressed and equipped in a manner that will normally guarantee completion of the day's work without injury.

3. Action. Department Heads and Special Assistants shall ensure compliance with the following:

a. Outer Garments. Suitable outer clothing is defined as that type of clothing that will protect the individual from hazards that can reasonably be expected to be encountered in the course of employment. Outer garments shall be well-fitting, with no loose or flowing appendages. Sleeves shall be buttoned at the wrists. In cases where there are no hazards to bare arms, short-sleeve garments may be worn. Trouser legs shall extend the full length of the leg and be free from tears. Neckties shall not be worn when working around moving machinery. Female employees exposed to the same hazards shall comply with this regulation by wearing coveralls, trousers, or slacks while at work. Loose sleeves, flounces, frills, and similar trims are to be avoided.

b. Gloves. Hands shall be protected while handling sharp or rough objects and while working with acids, solvents, and caustics. Gloves, mittens, or hand leathers will be of a type consistent with hazard present. Gloves shall not be worn when working on or with moving parts of machinery; e.g., lathes, drill presses, saws, etc.

c. Head Covering. Head protection shall be adequate to confine the hair to preclude the possibility of entanglement in machinery or burning. Exposed tufts of hair, curls, etc., demonstrate that the head covering is not adequate. This covering must be worn by all employees engaged in work whose hair is of sufficient length to present a hazard during welding or burning operations, or while in the vicinity of moving machinery. Hard hats are required in and around areas where the hazard of falling objects exists. Hard hat requirements are covered in Chapter 19 of this instruction.

d. Foot Protection. Shoes of a type consistent with the work being done will be worn at all times. Canvas and cloth shoes or sandals shall not be worn in industrial shops and construction operations. Foot protection is covered in detail in Chapter 20 of this instruction.

e. Jewelry. Bracelets, necklaces, rings, neck chains, and earrings shall not be worn when they present a hazard to the individual when working on scaffolding, handling stores, or working around moving machinery.

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## CHAPTER 5

### OCCUPATIONAL SAFETY AND HEALTH COMMITTEES

1. Purpose. To outline the responsibilities and functions of various Occupational Safety and Health Committees established to assist the Commanding Officer in maintaining an effective overall safety program aboard NAS Pensacola.

2. Background. Safety committees are vital to the success of this activity's safety program. The membership, responsibility, and function of these committees vary considerably, but they share the primary objective: the prevention of mishaps, injuries, and occupational illnesses.

#### 3. Safety Committees

##### a. Safety Policy Committee

(1) Purpose. Studies safety problems and formulates safety policies for guidance in the OSH Program. Recommends to the Commanding Officer new or changed policies affecting the OSH Program. This committee shall keep the Commanding Officer advised at all times of the safety problems encountered and the progress of the program.

(2) Membership of the Safety Policy Committee shall consist of all Department Heads and Special Assistants, and an employee union representative.

(3) Meetings. This committee will meet at least quarterly.

##### b. Department Supervisors Safety Committee

(1) Purpose. To bring the division, branch, shop/work center supervisors, and safety representatives/Petty Officers together to consider safety matters at the department level and to increase interest in the OSH Program.

(2) Membership shall consist of the following:

Department Safety Representative, Chairman  
Division, Branch Shop/Office Supervisors

Work Center Safety Petty Officers/Representatives  
Safety Specialist (Consultant and Advisor)

(3) Procedures. Each Department Supervisors Safety Committee shall convene at least once a month. The agenda will include discussion of safety and health subjects, receiving reports and recommendations from members, and analyzing safety problems. Minutes shall be taken of the proceedings and forwarded to the Department Head/Special Assistant to ensure appropriate action is taken. A copy of the minutes will be forwarded to the NAS Pensacola Safety Office.

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c. Naval Air Station Pensacola Tenant Activity Safety Committee

(1) Purpose. To coordinate and direct all facets of the station safety program.

(2) Membership shall consist of the following:

Safety Manager - NAS Pensacola (Chairman)  
Safety Representative - All NAS Departments  
Safety Representative - Tenant Activities  
Chief Fire Inspector - NAS Pensacola  
Industrial Hygienist - Navy Hospital  
Employee Representative - Union

(3) Procedures. The Tenant Activity Safety Committee shall meet quarterly on announced dates. The agenda will provide the opportunity for discussion of accident problems, advanced methods for prevention of accidents, and correlate the department safety programs with the station safety program.

d. Shop Safety Committee

(1) Purpose. To discover the existence of safety hazards, solicit suggestions for corrective action, and increase the safety program at worker level.

(2) Membership. All military and civilian personnel within a shop, office, or organization component.

(3) Procedures. Shop supervisors, or their designated safety representative, will conduct meetings once each week, usually at quarters for military personnel and at the beginning of the workweek for civilian personnel. All personnel shall attend these meetings.

e. Safe Driving Council

(1) Purpose. Prevention of motor vehicle accidents, elimination of traffic hazards, reduction of violations to a minimum, and recommendations of policy for the Traffic Safety Program.

(2) Membership shall consist of the following:

Safety Manager - NAS Pensacola (Chairman)  
Safety Representative - All NAS Departments  
Safety Representative - Tenant Activities  
Employee Representative - Union

(3) Procedures. The Safe Driving Council shall meet quarterly to analyze the motor vehicle accident and violation experience, and to record such measures as will preclude recurrences; to evaluate and coordinate the Motor Vehicle Safety Program and traffic regulatory controls.

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f. Hazardous Material Control and Management (HMC&M) Committee

(1) Purpose. To serve as the central control unit to ensure the Hazardous Material Program functions effectively as required by 29 CFR 1910, OPNAVINST 4110.2 and OPNAVINST 5100.23D.

(2) Membership shall consist of the following:

Executive Officer, Chairman  
Safety Manager  
Hazardous Material Program Manager  
Industrial Hygienist  
FMD Officer  
NAS Environmental Coordinator  
Air Operations Officer  
Port Operations Officer  
Security Officer/Chief of Police  
Supply Officer  
Assistant Fire Chief for Fire Prevention  
Emergency Response Team Captain  
Director, MWR Department  
Hazardous Material Control Center Manager  
Officer-in-Charge, NATMSACT

(3) Procedures

(a) Advise the Commanding Officer on local hazardous material policy.

(b) Organize and coordinate a network of work site representatives who shall serve as "control points" for the program.

(c) Evaluate the Hazardous Material Program and develop specific recommendations for added control, handling procedures, training, authorized chemical use and substitution, hazardous material, and hazardous waste interface.

(d) The committee shall meet quarterly to evaluate program effectiveness, review shortcomings, make recommendations, and create



implementation action as necessary. Records of all meetings will be maintained, with copies forwarded to the Commanding Officer for his review and comments.

g. Recreation, Athletics, and Home Safety (RAHS) Committee

(1) Purpose. Identifying and recommending improvements for specific naval recreation, athletics, and home safety problem areas, and promoting RAHS Mishap Prevention and Hazard Abatement Information.

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(2) Membership shall consist of the following:

- Safety Manager - Chairman
- RAHS Program Manager
- Safety Representative - All NAS Departments
- Safety Representative - Tenant Activities

(3) Procedures. The RAHS Committee shall meet quarterly in conjunction with the Safe Drive Council and the Tenant Activity Safety Committee Meetings.

CHAPTER 6

## REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS

1. Purpose. This chapter provides guidance in the establishment of a channel of communication between Navy civilian and military employees and those supervisory personnel responsible for safety and health matters for the purpose of assuring prompt response to and analysis of reports of alleged unsafe or unhealthful working conditions.

2. Background. Identifying and reporting potentially unsafe or unhealthful working conditions is the responsibility of all Navy employees, both military and civilian. Since many such conditions can be eliminated as soon as they are identified, an effective channel of oral and written communications is imperative in the development of a sound NAVOSH program. The employee has the right to decline a task because of a reasonable belief that there is an imminent risk of death or serious injury, and insufficient time for hazard reporting and abatement actions.

3. Action

a. All Navy employees shall be encouraged to orally report unsafe or unhealthful working conditions to their immediate supervisor. Supervisors will promptly investigate the situation, take appropriate corrective actions, contact the activity Safety Office for assistance as necessary, and keep the reporting employee informed of all actions taken.

b. Any Navy employee (or employee representative) may submit a written report of an unsafe or unhealthful working condition directly to the Safety Office using OPNAV 5100/11, Navy Employee Report of Unsafe or Unhealthful Working Condition (Appendix 6-A). Blank copies of such forms and procedures for their use shall be located in areas convenient to all workplaces; e.g., bulletin boards, time clocks, etc. Employees who wish to remain anonymous shall so indicate on the form.

c. The Safety Office will investigate all reports brought to its attention. Alleged imminent danger situations will be investigated within 24 hours. Potentially serious situations shall be investigated within 3 days. If the report situation involves a health hazard, as opposed to a safety hazard, the Safety Office will refer the report to the cognizant medical authority for investigation as necessary.

d. The Safety Office will provide a response, in writing, to the originator of the report within 10 working days of receipt.

e. If the Safety Manager determines that the reported condition is not unsafe or unhealthful, the originator of the report shall be advised within 10 working days by letter. The letter will be signed by the Safety Manager and will contain the rationale for the determination.

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4. Responsibilities. All activity Commanders, Commanding Officers, or Officers-in-Charge shall:

a. Publicize the existence of the employee hazard reporting program and notify personnel regarding their rights and obligations in reporting hazardous situations.

NOTE: The Poster, DD2272, "DOD Occupational Safety and Health Protection Program" (Appendix 6-B) includes hazard reporting as an employee responsibility.

b. Maintain the anonymity of personnel making a report if so requested by the reporting employee.

c. Encourage the submission of oral reports to supervisors as the quickest and most effective method of hazard identification.

d. Publicize step-by-step procedures and processing channels for employee reporting of conditions believed to be unsafe.

NOTE: NASP Poster 82-1 (Appendix 6-C), outlines these procedures.

e. Ensure standardized hazard reporting forms (OPNAV 5100/11) are available to all personnel.

f. Emphasize the importance of timely and effective response to the originator and require immediate investigation of reports of imminent danger situations.

g. Include safeguards to ensure all Navy employees are not subjected to restraint, interference, coercion, discrimination, or reprisal by virtue of their participation in the activity's OSH Program.

NOTE: Allegations of reprisal for such participation shall be filed in accordance with existing grievance procedures.

## 5. Appeals

a. If the originator is dissatisfied with the determination made, that person shall be encouraged to confer with the Safety Manager to discuss the matter further and attempt resolution.

b. If dissatisfaction still exists, the originator is authorized to submit an appeal following the procedure set forth in OPNAVINST 5100.23D.

6. Stoppage of Work. In "imminent danger" situations, verified by the Safety Office, the appropriate management official shall stop all work as applicable. All personnel not required for abatement action shall be removed and immediate abatement action initiated.

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## CHAPTER 7

### SAFETY AWARDS

1. Purpose. To establish the Shore Safety Awards Program for NAS Pensacola and supported activities per SECNAVINST 5100.15.

2. Background. The Department of the Navy encourages military personnel and civilian employees to apply safe working practices in their daily operations. To stimulate interest in accident prevention, a Safety Awards Program was developed to provide official recognition of commendable safety records attained by individuals and groups.

3. Action. The Safety Office shall administer the following Safety Awards Program for NAS Pensacola and supported tenant activities:

a. Department of the Navy Accident Prevention Award for Supervisors. Recognition for safe work performance for each calendar year completed by military and civilian groups of at least seven engaged in production operations, construction, shipping, warehousing, or duties of a comparable hazardous nature. This award consists of annual certificates signed by the Commanding Officer, lapel emblems, and letters of commendation for supervisors completing milestone periods (5, 10, 15, 20, etc., years) of safe performance.

b. Department of the Navy Accident Prevention Award for Groups. This award consists of a certificate signed by the Commanding Officer and is issued to shops and units which are engaged in sufficiently hazardous work and which have completed 12 consecutive months without a disabling injury. For the purpose of this award, a group consists of seven or more personnel assigned to units such as those listed in enclosure (4) of SECNAVINST 5100.15.

c. Department of the Navy Safe Driving Award. This award consists of a lapel emblem and certificate signed by the Commanding Officer showing the

number of years of safe driving of employees who devote at least 51 percent of their time to driving government vehicles (leased or private vehicles on official business) and who:

(1) Completed 12 consecutive months of driving without a preventable accident. (This award recognizes outstanding safe driving performance, not just average performance, and is based on the concept of defensive driving - the ability to avoid accidents in spite of the wrong actions of other drivers and adverse driving conditions.)

(2) Have no moving traffic violations or safety rule infractions.

(3) Successfully completes a proving period. A 3-year period free of chargeable accidents and violations must be attained in order for a driver to accrue a safe driving record. Chargeable accidents and violations during the 3-year period eliminates the entire safe driving record, and the driver must begin a new 3-year proving period. The new safe driving record begins from the date on which the accident or violation occurred. Once a driver

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accumulates 3 consecutive years of safe driving, and is involved in an accident or cited for a traffic violation, the driver is penalized 1 year from the date that the last such incident occurred. As a penalty or reinstatement period, the driver must drive 12 consecutive safe months to become eligible for the next award. Accumulated eligibility is retained during transfer from one naval activity to another.

d. Department of the Navy Materials Handling and Construction Equipment Operator's Safety Award. This award consists of a lapel emblem and a certificate signed by the Commanding Officer, showing the number of years of safe operation of material handling and/or construction equipment by employees who:

(1) Devote at least 51 percent of their time to the operation of such equipment as listed in enclosure (6) of SECNAVINST 5100.15.

(2) Complete 12 consecutive months without a preventable accident.

(3) Have no moving traffic violation or safety infraction. Identical provisions listed for Navy Safe Driving Awards above: pertaining to the 3-year proving period and penalty or reinstatement period.

4. Safety Award Presentations. To maximize the value of safety awards, presentations should be made promptly after they are earned. The awards will be prepared at the end of each calendar quarter. Awards should be presented promptly with appropriate ceremony and publicity.

CHAPTER 8

## SAFETY INDOCTRINATION AND TRAINING

1. Purpose. To provide information and policy regarding safety indoctrination and training of military and civilian personnel.
2. Background. The Navy's policy is to instill in the minds of all personnel a clear and practical understanding of accident prevention. This can be accomplished most effectively through a well-developed and coordinated safety training program.
3. Action. Arrangements shall be made for all newly reporting personnel to receive indoctrination in their personal safety responsibilities before assuming their duties, or as soon thereafter as practical; including lectures, films, slides, demonstrations, and exhibits by Safety staff personnel and presentations of local safety rules.
  - a. Department Heads
    - (1) Enroll first-time supervisors in a supervisory safety course by contacting the Safety Office, Building 624, telephone 452-2125.
    - (2) Enroll all newly reporting civilian personnel in safety indoctrination training classes during the "check-in" procedure by contacting the Human Resources Office, Training Division.
  - b. Education Services Division. Schedule all newly reporting enlisted personnel to attend a safety indoctrination lecture before assuming their permanent duties or as soon as practical after reporting for duty.

c. Human Resources Office - Training Division

(1) Schedule all newly reporting civilian employees to attend safety orientation lectures prior to receiving work assignments or as soon as possible.

(2) Assist in coordinating appropriate safety training courses for newly appointed supervisors.

d. Safety Office

(1) Conduct safety training courses for supervisory personnel.

(2) Conduct safety indoctrination lectures for all newly reporting civilian employees.

(3) Conduct safety indoctrination lectures for all newly reporting enlisted personnel.

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(4) Conduct safety indoctrination as part of military supervisor break-in training.

(5) Conduct specialized safety training as appropriate, including OSHA requirements, etc.

e. Supervisors. Conduct safety orientation of all newly reporting personnel utilizing Supervisors Check List for New Employees, NASP 12410/33 (Appendix 8-A)

4. Safety and Health Training

a. CPR CERTIFICATION PROGRAM (8 hours) - This course provides the required methods of resuscitation. Target Audience: As a minimum, the following categories of personnel shall be reviewed to identify specific individuals requiring first aid and/or CPR training:

(1) Emergency response teams

(2) Fire Department personnel

(3) Hospital Corpsmen

(4) Safety and Industrial Hygiene personnel

(5) Electrical and electronics maintenance personnel

(6) Workers whose jobs pose considerable risk or who work at remote sites

(7) Supervisors of above personnel

b. NAVOSH FOR LINE EMPLOYEES (Various Hours) - Specific topics are offered for application in all trades and work environments. Includes, but not limited to:

Office Safety .....1 hour  
Back Injury Prevention .....1 hour  
Lead Safety .....1 hour  
Recreational and Water Safety .....1 hour  
Sight Conservation .....1 hour  
Hearing Conservation .....1 hour  
Radiation Hazards .....6 hours  
Asbestos Hazards .....1 hour

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First Aid .....8 hours  
Fire Protection .....1 hour  
Ordnance Safety .....1 hour  
Respiratory Protection .....4 hours (initial)  
Annual Respirator Refresher .....2 hours  
Hazardous Material Control .....4 hours  
Traffic Safety .....2 hours

Target Audience: Employees who are exposed to hazards in the course of their employment must be trained to recognize the hazards, control the hazards, and avoid those hazards which cannot be controlled.

c. NAVOSH FOR SUPERVISORS - INITIAL (4 hours) - Topics covered include:

Supervisors Safety and Health Responsibilities; Navy Mishap Investigation and Reporting Procedures; Safety Training Requirements; Hazardous Condition Reporting Requirements; Hazardous Material Control, Personal Protective Equipment; Workplace Inspection Techniques; and General Safety Principles.  
Target Audience: First line and general supervisory personnel and collateral duty safety personnel.

d. NAVOSH FOR SUPERVISORS - ANNUAL REFRESHER (1 hour) - Includes a recap of the topics described above, and new programs or developments. Target Audience: All supervisory personnel.



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## CHAPTER 9

### SAFETY INSPECTIONS

1. Purpose. To establish the Safety Inspection Program requirements for the purpose of correcting unsafe and unhealthful working conditions.

2. Background. Department supervisors and supervisors of shops, areas, and offices must ensure safe and healthful working conditions are consistent with the policies set forth by references (b), (c), and (d).

3. Safety Inspections will be conducted as follows:

a. Supervisors. All immediate supervisors shall conduct daily inspections of their areas, equipment, tools, vehicles, conditions, and operations over which they have cognizance. Prompt action will be taken to correct all unsafe conditions and/or work practices which may contribute to an accident. Notices warning personnel of unsafe or unhealthful conditions which may exist will be posted until the condition is corrected.

b. Safety Office

(1) Will schedule and conduct formal inspections and surveys of all NAS Pensacola departments and supported tenant activities, facilities, and operations at the following frequencies:

RISK

<u>FREQUENCY</u>	<u>CATEGORY</u>	<u>NATURE OF WORK/PROCESS (EXAMPLE)</u>
Daily	Very High	Scaffolding, trenching, and shoring
Quarterly	High	Hazardous material storage, utilization, and disposal
Semiannually	Medium	Maintenance shops, warehouses, etc.
Annually	Low	Office spaces
Promptly upon receipt of employee report	Any	Any work place or quarters

(2) All discrepancies noted and the required corrective action will be reported to the Department Heads or Commanding Officers of tenant activities within 15 working days using NAVOSH Deficiency Notice (Appendix 9-A), or by memorandum/letter. All inspection reports shall contain references to standards or directives violated, and will require a written reply.

(3) The supervisor of the area inspected will, within 30 working days, forward a copy of the inspection report with a signed statement indicating corrective actions initiated or completed, interim controls, and estimated costs and completion dates to the Safety Office via the respective Department Head or activity commander.

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(4) At the conclusion of an inspection, the inspector will debrief the official in charge of the workplace or his/her designee.

(5) The official in charge of a workplace, or individuals authorized by that official, and a representative of civilian employees under their supervision shall be offered an opportunity to accompany inspectors during the physical inspection of the workplace to encourage the exchange of information concerning existing or potential unsafe or unhealthful conditions.

(6) A copy of the NAVOSH Deficiency Notice for Risk Assessment Codes (RAC's) 1, 2, and 3 (Section A) MUST BE POSTED in the area of the deficiency until the deficiency has been corrected.

(7) Follow-up inspections shall be conducted by the Safety Office to ensure appropriate corrective measures were initiated to eliminate hazards. Formal safety inspections are to supplement existing safety programs of division/departments and tenant activities, and in no way are intended to lessen the requirement of continued safety emphasis.

(8) In cases where operation or use of equipment is dangerous to life or limb, the supervisor having control of the equipment will be notified in person, if at all possible, so immediate remedial action can be taken. If for any reason proper control of the hazardous condition cannot be assured, the Safety Inspector will issue a Red Danger Tag, NASP 5101/23 (Appendix 9-B), and attach it conspicuously to the equipment. If necessary, the equipment will be locked by padlock. All "RED TAGS" shall be coordinated with the Safety Manager, who will exercise control over their removal to ensure proper

corrective action. The supervisor's stub portion is provided for indicating remedial action accomplished and to request removal of the RED TAG.

(9) The procedure to be followed as the result of a RED DANGER TAG being posted on equipment or material is: Supervisor will remove and complete the stub portion only and forward to the Safety Office when corrective action is completed. The Safety Manager will ensure that the equipment or material deficiency has in fact been corrected and have the RED DANGER TAG removed.

c. Special Safety Inspections

(1) Portable Ladders. Inspections of portable ladders shall be conducted as follows:

(a) Pre-Use Inspections. Whenever ladders are required in the accomplishment of any specific job, they shall be inspected for defects prior to use by the employees using them.

(b) Defective Ladders. All ladders found to be defective will be marked and removed from service immediately for repairs or destruction.

(2) Portable Power Tools, including those powered electrically and pneumatically, will be inspected prior to each use by the personnel using them.

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CHAPTER 10

MISHAP INVESTIGATION AND REPORTING

1. Mishap Investigation. Comprehensive and accurate mishap investigation is essential to the success of the Navy Mishap Prevention Program. The reports required by this instruction are separate and independent of any investigative report required by the JAG Manual.

2. Principles of Mishap Investigation. For every serious injury or mishap, there are approximately 10 minor injuries, 30 minor property damage events, and over 100 near mishaps. These figures clearly illustrate the necessity to direct investigative efforts toward minor mishaps in addition to major mishaps. The analysis of frequency or potential of mishaps and identification of causes are essential to systematic control of accident losses.

a. The purpose of conducting mishap investigations is to determine the basic cause and to formulate corrective action to prevent recurrence.

b. A mishap investigation report is basically the investigator's analysis and account of a mishap based on factual information gathered by a thorough and conscientious examination of all factors involved.

c. A mishap investigation is best conducted at the lowest level of supervision, commensurate with the severity and circumstances of the mishap.

3. Positive Steps to Ensure Reporting of all Mishaps. At all levels, the immediate supervisor has the greatest influence on mishap reporting. There are two important things that must be done to ensure all mishaps are reported:

a. Indoctrinate all subordinates, especially new arrivals, to report all mishaps no matter how small, as well as the "near miss" where only chance prevented a mishap. Assure that personnel fully appreciate that hazardous conditions cannot be corrected unless they are reported.

b. Act on all reports immediately. Investigate and take corrective measures. Submit the appropriate forms and reports for those mishaps meeting reportable criteria.

4. Mishap Investigation Report Requirements. An informal safety investigation of every mishap, major or minor, must be conducted; the extent of the investigation being determined by its severity or significance. Normally, minor mishaps need to be investigated only by immediate supervisors while major mishaps or mishaps with serious potential should be investigated by middle and upper levels of management and properly reported in accordance with OPNAVINST 5102.1C and OPNAVINST 5100.23D.

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## CHAPTER 11

### PERSONNEL INJURY/DEATH/OCCUPATIONAL ILLNESS REPORTING PROCEDURES

1. Purpose. To establish the proper procedures for the reporting of injuries/illnesses/deaths to Navy military and civilian (appropriated and non-appropriated) personnel.
2. Background. Mishaps that result in injury, illness, or death to Navy personnel degrade operational readiness and increase operational costs. Investigation and proper reporting procedures aimed at determining and describing how and why the event occurred are necessary to prevent future occurrence of similar events.
3. Reporting Requirements. Any injury, fatality, or occupational illness which results in one or more of the following shall be investigated and reported per this chapter:
  - a. Fatality
  - b. Permanent Total Disability
  - c. Permanent Partial Disability

d. Reportable Lost Workday Case

A reportable lost workday case is a lost time case which prevents a military person from performing regularly established duty or work for a period of 5 days or more, subsequent to 2400 on the day of injury or onset of illness, or causes a civilian employee to miss work for five full shifts on any days subsequent to the day of injury or onset of illness.

NOTE: The number of lost workdays does not include the day of injury or onset of illness, or any days which the person was not scheduled to work; e.g., Saturdays, Sundays, or holidays.

e. All Electric Shocks Due to Design Deficiencies

f. Any Chemical or Toxic Exposure or Oxygen Deficiency

g. Fires

h. All Termination of Training

i. Inpatient Hospitalization of Five or More Personnel

NOTE: For military personnel, the above categories are reportable for on-duty mishaps only. Off-duty mishaps will be covered later in this chapter. For civilian personnel, the above categories are for occupationally related (on-duty) mishaps only.

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4. Mishap Severity Classification. Mishaps are classified according to the severity of the resulting injury or occupational injury.

a. Class A Mishap. An injury or occupational illness resulting in a fatality or permanent total disability.

b. Class B Mishap. An injury or occupational illness resulting in permanent partial disability or five or more personnel inpatient hospitalized.

c. Class C Mishap. A non-fatal injury or illness that causes any loss of time from work beyond the day or shift on which it occurred.

d. Class D Mishap. a non-fatal injury or illness that requires first aid and results in no lost time.

5. Investigations. Trained Occupational Safety and Health professionals from the Station Safety Office shall conduct investigations of all Class A and B mishaps. Class C and D mishaps shall be investigated by the immediate supervisor of the personnel/area involved in the mishap.

## ON-DUTY MISHAPS

### 1. Reporting Procedures

a. Civilian Employees. Employees shall report immediately to their supervisor any occupational injury/illness. A Dispensary Permit OPNAV 5100/9 (Appendix 11-A) or equivalent shall be furnished by the supervisor to civilian employees who need treatment. Employees shall not be permitted to visit the Navy Medical Treatment Facility (MTF) without having obtained this form, except where necessary to avoid delay in treatment to the detriment of an employee. In this case, the form may be completed after the patient has been transported to the MTF. One copy of the completed Dispensary Permit shall be forwarded to the Safety Office.

NOTE: All personnel, except where necessary to avoid delay in treatment to the detriment of the employee, shall first report to the MTF for administrative purposes. The employee may then choose to be treated at the MTF, a private hospital, or by a private physician.

b. Military Personnel. Employees shall report immediately to their supervisor any occupational injury/illness. The employee shall be referred to the MTF for diagnosis and treatment. The MTF will complete an Injury Notification Form NAVHOSPNCLA 5100/1A and forward one copy to the Safety Office.

(1) Class D Mishaps. If, after preliminary investigation by the supervisor, it is determined that this is a Class D mishap, the supervisor shall ensure the Safety Office has received a copy of the Dispensary Permit or Injury Notification Form, and the rationale for the Class D decision.

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(2) Class C Mishaps. If, after preliminary investigation, it is determined that this is a Class C mishap, the supervisor shall conduct a thorough investigation and complete a Personal Injury/Death Report, NASP 5102/2 (Appendix 11-B) and forward a copy to the Safety Office within 10 calendar days of the incident.

(3) Class B Mishaps. If it is determined that this is a Class B mishap, the supervisor shall notify the Safety Office. A trained investigator shall be assigned and, upon completion of the investigation, an OPNAV Safety Report (SR), OPNAV 5102/9 (Appendix 11-C), shall be completed and submitted to the Naval Safety Center within 30 calendar days of the incident.

(4) Class A Mishaps. If it is determined that this is a Class A mishap, the activity shall notify NAVSAFECEN and the cognizant headquarters command, by telephone, within 24 hours. A priority message shall be completed by the activity and forwarded to CNO (N45), NAVSAFECEN (Code 40), and the chain of command. The headquarters command shall initiate a mishap investigation within 48 hours of notification of the mishap.

2. Material/Property Damages. When a mishap involves both injury or death and material/ property damage, submit one consolidated report, providing the information required by Chapter 12 of this instruction.



3. Additional Information. If additional information becomes available or previously furnished information changes, a follow-up report shall be submitted referencing the LOCAL TIME and DATE OF MISHAP and NAME of the injured person as stated in the original report. The report is to be marked "MODIFIED" and only those items being changed or added shall be stated.

## SECTION TWO

### OFF-DUTY MISHAPS (MILITARY ONLY)

1. Reporting Procedures. Military Personnel shall report immediately to their supervisor or duty officer any off-duty injury sustained that will require medical treatment and/or lost time from work beyond the day of the injury.

a. First-Aid, No Lost Time, or Lost Time Cases of Less Than 5 Days will be reported to the Safety Office utilizing the MTF Injury Notification Form, NAVHOSPNCCLA 5100/1A.

b. Lost Time (More Than 5 Days) Cases will be reported to the Safety Office using the PID Message Format (Appendix 11-B) within 10 days of notification of the incident.

c. Fatalities will be reported to the CNO (N45) and NAVSAFECEN (Code 40) within 48 hours using the PID Message Format (Appendix 11-B), with information copies to the Safety Office and the chain of command.

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2. 72-Hour Pre-Mishap Profile. For each Class A or B off-duty military injury or death, if the injured or dead person had influence on the occurrence or outcome of the mishap (was not a passive victim), include for that individual:

a. Leave or liberty status. Include travel completed in the 72 hours immediately preceeding the mishap.

b. Type of work performed and work schedule (hours) for the 72 hours immediately preceeding the mishap.

c. Periods of rest and sleep for the preceeding 72 hours.

d. Medications prescribed.

e. Alcohol and other drugs (prescription, non-prescription, and illegal) taken during the preceeding 72 hours.

f. General physical condition, including illnesses.

g. Mental, emotional, and physical state (including perceived stress and behavior changes (based on supervisor, next-of-kin (if available), co-workers, and friends)).

h. Other comments the supervisor, next-of-kin, co-workers, and friends wish to make related to the individual's condition or pre-mishap activities.

i. Other factors prior to the mishap that could have effected the mishap occurrence or its outcome.

j. Non-Judicial Punishment (NJP)/Uniform Code of Military Justice (UCMJ) record or any other behavior infractions for the past 3 years.

3. Additional Information. If additional information becomes available or previously furnished information changes, a follow-up report shall be submitted referencing the LOCAL TIME and DATE OF MISHAP and NAME of the injured/dead person as stated in the original report. The report is to be marked "MODIFIED" and only those items being changed or added shall be stated.

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## CHAPTER 12

### MATERIAL/PROPERTY DAMAGE MISHAP REPORTING PROCEDURES

#### 1. Reportable Mishaps

a. General. All cases of material/property damage involving a repair or replacement cost of \$10,000 or more as a result of a mishap will be investigated and reported per OPNAVINST 5102.1C. Cost of repair or replacement includes the cost of labor. All DOD manhours will be computed at \$16 per hour for this purpose.

b. Contractor Mishaps. Mishaps caused by contractor operations that result in reportable property damage shall be reported per this chapter by the Navy activity having custody of the property.

c. Exceptions

(1) Fires at naval shore activities are reported per OPNAVINST 11320.25B (NOTAL). All injuries and deaths associated with these fires are to be reported per Chapter 11 of this instruction.

(2) Motor vehicle mishap reporting procedures are contained in Chapter 13 of this instruction.

(3) Explosive mishap reporting procedures are contained in Chapter 5 of OPNAVINST 5102.1C.

(4) Property damage as a result of vandalism, riots, civil disorders, or felonious acts, such as arson, sabotage, or terrorist acts.

## 2. Mishap Severity Classification

a. Class A Mishap. The resulting total cost of reportable material/property damage is \$1,000,000 or more.

b. Class B Mishap. The resulting total cost of reportable material/property damage is \$200,000 or more, but less than \$1,000,000.

c. Class C Mishap. The resulting total cost of reportable material/property damage is \$10,000 or more, but less than \$200,000.

d. Class D Mishap. The resulting total cost of reportable material/property damage is less than \$10,000.

## 3. Reporting Procedures

### a. Submission of Reports

(1) General. Reports are normally to be unclassified (FOR OFFICIAL USE ONLY). Classified information shall be included only when essential to determine cause factors, or necessary to understand the circumstances of the mishap, at which time the report will be appropriately marked as classified.

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(2) Class D Mishaps. If, after preliminary investigation by the supervisor, it is determined that this incident is a Class D mishap, the supervisor shall notify the Safety Office of the circumstances regarding the incident, and the rationale for the Class D determination.

(3) Class C Mishaps. If, after preliminary investigation, it is determined that this incident is a Class C mishap, the supervisor shall conduct a thorough investigation and complete an OPNAV Safety Report (SR), OPNAV 5102/9 (Appendix 11-C), and forward to the Safety Office within 10 days of the incident.

(4) Class B Mishaps. If it is determined that this incident is a Class B mishap, the supervisor shall notify the Safety Office. A trained investigator shall be assigned and, upon completion of the investigation, an OPNAV SR shall be completed and submitted to the Naval Safety Center within 30 calendar days.

(5) Class A Mishaps. If it is determined that this is a Class A mishap, the activity shall notify NAVSAFECEN and the cognizant headquarters command, by telephone, within 24 hours. A priority message shall be completed by the activity and forwarded to CNO (N45), NAVSAFECEN (Code 40), and the chain of command. The headquarters command shall initiate a mishap investigation within 48 hours of notification of the mishap.

(6) Additional Information. If additional information becomes available, a follow-up message report shall be submitted referencing the original correspondence. The Commander, Naval Safety Center, may also request additional information when needed.

b. Related Reports. Personal Injury/Death/Occupational Illness Reports. See Chapter 11 for instructions on reporting personal injury, death, or occupational illness. When a mishap involves both injury or death and reportable material/property damage, only one consolidated report need be submitted.

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## CHAPTER 13

### MOTOR VEHICLE MISHAP REPORTING PROCEDURES

1. Reporting Requirement. All reportable motor vehicle mishaps will be investigated and reported per OPNAVINST 5102.1C. When personnel are involved in a reportable motor vehicle mishap at a location remote from their duty station, the naval activity nearest the scene will notify the parent command involved and, unless relieved by the latter or higher authority, will investigate and report the mishap per OPNAVINST 5102.1C.

#### 2 Definitions

a. Government Motor Vehicle (GMV). A motor vehicle which is owned, leased, or rented by a DOD component, primarily designed for highway use to

transport cargo or personnel. Any object such as a trailer being towed by a GMV is considered a part of the vehicle, including such devices when detached while in motion or set in motion by a motor vehicle; e.g., pushing. Motor vehicle equipment designed primarily for off-the-highway operations such as tracked or half-tracked vehicles, forklifts, road graders, agricultural type wheeled tractors, and aircraft tugs are categorized as special purpose or combat vehicles according to their use and are reportable per Chapters 11 and 12 of this instruction.

b. Private Motor Vehicle (PMV). Any motor vehicle not a GMV (as defined in 2a above), and primarily designed for highway use to transport cargo or personnel. Although not designed primarily for highway use operations, the following are included in this category: trailbikes, snowmobiles, dune or beach buggies, and similar vehicles. Any object such as a trailer being towed by a motor vehicle is considered a part of the vehicle, including such devices when detached while in motion or set in motion by a motor vehicle, e.g., pushing.

### 3. Reportable Motor Vehicle Mishaps

a. Government Motor Vehicle Mishap. A mishap during the operation of a DOD motor vehicle involving collisions with other vehicles, objects, or pedestrians; personal injury or property damage due to cargo shifting in a moving vehicle; personal injury in moving vehicles or by falling from moving vehicles; towing or pushing mishaps; and other injury or property damage when there is one or more of the following:

(1) At least \$2,000 in property damage.

(2) A fatality or lost workday injury involving at least 5 days away from work to military personnel or to an on-duty DOD civilian.

(3) A fatality or injury requiring treatment greater than first aid to non-DOD personnel.

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b. Private Motor Vehicle Mishap. A traffic mishap regardless of the identity of the operator, which does not involve a GMV but results in a fatality or lost workday injury to military personnel or to on-duty DOD civilian personnel, or \$2,000 damage to DOD property. Special Cases. Injury to any other person not otherwise defined which occurs on a naval installation or as a result of DOD operations, and results in a fatality or requires medical attention, is reportable under this instruction.

c. Exceptions. The following mishaps, although reportable and accountable, are not considered as motor vehicle mishaps. They are accountable under other categories and reported under the provisions of Chapters 11 and 12:

(1) Injuries that occur while loading or unloading, or mounting or dismounting a motor vehicle which is not moving.

(2) Cargo directly damaged by weather.

(3) Damage to a properly parked DOD vehicle unless damaged by another DOD vehicle.

(4) Damage to a DOD motor vehicle resulting solely from natural phenomena.

(5) Damage to a DOD motor vehicle being handled as a commodity and not being operated under its own power.

(6) Damage to a DOD motor vehicle caused by objects thrown or propelled into it.

(7) Damage to a DOD motor vehicle by fire when no DOD motor vehicle accident occurred.

d. Submission of Reports. Commands shall submit a Motor Vehicle Mishap Report, NASP 5102/3 (Appendix 13-A), to the NAS Pensacola Safety Office. After review and recording, the Safety Office shall submit a message report of the mishap to the Commander, Naval Safety Center, within 30 calendar days. Paragraph 3, above, defines a reportable mishap. Additionally, on- and off-duty motor vehicle fatalities, or five or more persons inpatient hospitalized, must be reported to the Naval Safety Center by priority message or telephone within 24 hours, using the format contained in Appendix C of OPNAVINST 5102.1C.

4. Chief of Naval Air Training (CNATRA) Activities. Commands falling under the cognizance of CNATRA shall immediately notify the CNATRA duty office of any motor vehicle mishap resulting in a fatality to military personnel, on or off duty, and civilian personnel when on duty. Additionally, motor vehicle mishap reports involving 5 or more lost workdays to military personnel, on or off duty, or civilian personnel when on duty, shall be submitted by telephone to the CNATRA duty office within 48 hours of the mishap. When making this report, the data contained in Appendix 13-A is required.

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5. 72-Hour Pre-Mishap Profile. For each Class A or B on- or off-duty military injury or death, if the injured or dead person had influence on the occurrence or outcome of the mishap (was not a passive victim), include for that individual:

a. Leave or liberty status. Include travel completed in the 72 hours immediately preceding the mishap.

b. Type of work performed and work schedule (hours) for the 72 hours immediately preceding the mishap.

c. Periods of rest and sleep for the preceding 72 hours.

d. Medications prescribed

e. Alcohol and other drugs (prescription, non-prescription, and illegal) taken during the preceding 72 hours.

f. General physical condition, including illnesses.

g. Mental, emotional, and physical state, including perceived stress and behavior changes (based on supervisor, next-of-kin (if available), co-workers, and friends).

h. Other comments the supervisor, next-of-kin, co-workers, and friends wish to make related to the individual's condition or pre-mishap activities.

i. Other factors prior to the mishap that could have effected the mishap occurrence or its outcome.

j. Non-Judicial Punishment (NJP)/Uniform Code of Military Justice (UCMJ) record or any other behavior infractions for the past 3 years.

k. Provide the driver's license number and issuing state for all Navy military personnel who are drivers in a Class A or B mishap. If a civilian is driving the mishap vehicle, so state. (Do not provide the civilian's driver's license number.)

l. Driver's experience or knowledge operating this particular type of vehicle.

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#### CHAPTER 14

##### RECORDING OF OCCUPATIONAL INJURIES AND ILLNESSES OF NAVY PERSONNEL

1. Recording and Reporting Procedures (Civilian). All activities having civilian personnel attached and a Unit Identification Number (UIC) shall:

a. Maintain Log of Navy Injuries and Occupational Illnesses (Appendix 14-A), OPNAV 5102/7, using the instructions contained on the reverse side of the form. The log shall be maintained on a fiscal year basis. Only on-duty mishaps are to be recorded. Within 6 working days after receiving information



on a recordable occupational injury or illness, the appropriate information shall be entered on the log. For Navy civilian employees who are covered by the Federal Employees Compensation Act (FECA), any occupational injury, illness, or fatality reported on Form CA-1, CA-2, or CA-6 shall also be recorded on the log. Similarly, for Navy civilians who are covered by the Longshoreman and Harbor Workers Compensation Act, any mishap reported under that system shall also be recorded on the log. Compensation claims challenged by the activity shall be logged and treated as work-related until adjudication of the claim.

b. In addition to the log of occupational injuries and illnesses, each activity shall maintain a supplementary record for each mishap entered on the log. The applicable compensation form may be used as the supplementary record. If a mishap meets the reporting requirements of this instruction, a copy of the mishap report submitted to the Naval Safety Center shall be a part of the supplementary record. Retain logs and supplementary records for 5 years following the end of the fiscal year in which they relate.

c. Complete and forward one copy to Annual Report of Navy Civilian Occupational Injuries and Illnesses (Appendix 14-B), OPNAV 5102/8, 30 days following the close of the fiscal year to:

Commander  
Naval Safety Center (Code 50)  
Naval Air Station  
Norfolk, VA. 23511-5796

d. Any change to Annual Reports should be accomplished by a complete resubmission of the report concerned. The resubmission should be clearly marked, "Modified Report" and dated.

NOTE: No annual report is required for military personnel.

e. Complete and post a copy of the Annual Report of Navy Civilian Occupational Injuries and Illnesses in a conspicuous place, not later than 45 days after the close of the fiscal year, and leave in place for at least 30 days.

2. Recormaintain ding and Reporting Procedures (Military). Activities with military personnel attached shall a log as described above for military personnel, with on-duty and off-duty mishaps recorded separately.

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3. Retention. The Safety Office will maintain all of the above mentioned reports and logs for NAS Pensacola and all tenant activities served by Host-Tenant Agreements for Safety services.

CHAPTER 15

SAFETY ENGINEERING STANDARDS

1. Purpose. To establish duties and responsibilities relating to maintaining safety engineering standards.

2. Background. As set forth by 29 CFR 1910 and OPNAVINST 5100.23D, the policy of the Navy is that safety be considered a fundamental element in the

design, engineering, construction or production, and operations of all facilities, including training.

### 3. Action

#### a. Department Heads/Special Assistants

(1) Coordinate with the Safety Office and provide safety approved facilities, processes, equipment, machinery, tools, measures, and policies. (Examples: new construction, new installations, changes in plant layouts or operations, machine guarding, signs, and hazard markings.)

(2) Forward all requisitions for machines or equipment, of types not previously approved, to the Safety Manager for review and approval prior to procurement action.

(3) Ensure appropriate personal safeguards are included as part of the specifications for machinery and equipment.

(4) Ensure hazardous type equipment is inspected by the Safety Office prior to being placed in operation.

(5) Ensure new construction or alterations to existing buildings and structures are inspected by the Safety Office prior to occupancy or acceptance.

b. Facilities Management Officer. Consult with the Safety Office during the preparation of plans, designs, and specifications of new construction and alterations for the purpose of ensuring that safety criteria is provided.

c. Supply Officer. Ensure requests for equipment have been approved by the Safety Office prior to procurement actions.

#### d. Safety Office

(1) Assist NAS Pensacola departments and tenant activities, as required, by providing safety review and approval of equipment purchases.

(2) Conduct pre-operational inspections of facilities, equipment, machinery, and processes as requested.

(3) Conduct periodic inspections, as appropriate, of all major construction.

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CHAPTER 16

ENVIRONMENTAL CONTROLS

1. Purpose. To establish procedures and assign responsibility for the installation and maintenance of environmental controls throughout NAS Pensacola.

2. Background. The safety and well-being of personnel are maintained by the application of environmental controls which eliminate or minimize occupational hazards. Such things as ventilation, temperature, humidity, and illumination must be maintained at proper levels at all times in order to assure safe environmental conditions as well as high efficiency levels for personnel.

3. Procedures

a. Wherever operations generating toxic gases are performed, a means of ventilating the area shall be provided to prevent the exposure of personnel to toxic gases in excess of the maximum allowable concentration. Emergency respiratory protective devices shall be available near, but not in, areas presenting potential hazards of gas exposure. Enclosed systems containing ammonia, methylchloride, sulfur dioxide, and related refrigerants shall be equipped with emergency ventilation, or personnel shall be provided with adequate respiratory equipment approved by the Industrial Hygienist or Safety Office which could be used in the event of leaks or breaks. Areas where gasoline motors are operated indoors shall be checked carefully for concentrations of carbon monoxide by the Industrial Hygienist at frequent intervals. In such areas, exhaust ventilation systems to vent the fumes to the outside are required. Open-surface tanks containing toxic material shall be provided with adequate temperature controls to ensure the maximum allowable concentrations of the material in the breathing zone of any exposed personnel will not be exceeded. Tanks that generate appreciable mist, steam, or toxic vapors shall be provided with exhaust ventilation to eliminate the fumes near their source and thereby control any hazard as well as reduce corrosion in the area. The use of surface agents may reduce the amount of ventilation required; however, the surface agents themselves usually do not control the hazard completely. Because of the operating displacement of fumes above the condensing coils, degreasing tanks generally require a minimal, slot-type exhaust to provide an exhaust velocity of 50 feet per minute across the area above the tank. These tanks should also be provided with temperature controls. Near open-surfaced tanks, cross-currents of air that short circuit the exhaust ventilation provisions and displaced contaminants from the tanks should be eliminated by partitions or baffles, or by keeping the doors and windows near the tanks closed.

b. In general, grinding, polishing, and buffing wheels and belts in the area of dust generation shall be provided with hoods and exhaust systems that will efficiently dispose of the dust before it is released into the atmosphere of the working areas. Exceptions may be made of intermittently-operated grinders which are used only for nontoxic and nonirritating material, and only for a total of less than 2 hours a day in the same area. Portable self-contained exhaust ventilation systems are available from commercial sources and should be used under these conditions.

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NOTE: Respiratory protective equipment, as approved by the Respiratory Protection Program Manager or Industrial Hygienist, shall be used during grinding operations performed away from fixed installations where exposure to toxic or irritation dusts may occur and where lead-based paints, cadmium coatings, or other toxic material may be countered. Grinding and buffing exhaust hoods shall enclose as much of the wheel as possible. Exhaust systems shall be provided with

collectors for removing excess dust to prevent the contamination of surrounding areas. Dust collectors that return the air to the working environment shall not be used in a working area where toxic materials are involved, since they are not 100 percent efficient and can cause a build-up of dust.

c. Because of the fire, explosion, and health hazards involved, an adequate ventilation system shall be provided in all areas where finishing materials (paints, lacquers, varnishes) are stored, mixed, or sprayed. Particular attention must be given to painting operations in tanks, voids, and enclosed rooms. Adequate provisions for ventilation shall be provided and shall be approved by the Safety Office. The concentration of solvents or toxic constituents in the breathing zone of workers shall not be allowed to exceed the maximum allowable concentrations. Drying areas also create potential hazards of vapor exposures; ventilation shall be provided to the areas where an excessive fume concentration may develop. Air supply or makeup air shall be provided where the air is being appreciably exhausted by spray booths or other exhaust provisions.

d. Because of the variety of fluxes, rods, and metals in common use, regular welding stations shall be provided with exhaust ventilation for the removal of fumes. Flexible metal duct arms that can be easily adjusted are practical if installed near welding areas. An intake of 250 cubic feet per minute on a 3-inch flexible duct 6 inches from the weld is recommended. Confined areas to be used for welding or burning shall be equipped with exhaust ventilation, or the personnel shall be provided with respiratory equipment that has been approved by the Industrial Hygienist. The same equipment shall also be used in the following instances:

(1) When lead, brass, cadmium, and galvanized or other toxic metals are to be welded.

(2) When surfaces coated with toxic-base paints, such as cadmium or lead, are to be cut or welded.

(3) When fluxes, such as heavy fluorides, are used. Welding operations shall not be permitted in the vicinity of chlorinated-hydrocarbon vapors, because highly toxic compounds, such as phosgene, may form.

e. Heat, Humidity, and Cold. Operations involving exposure of personnel to heat or cold and combinations of heat and humidity in excess of the maximum allowed by NAVMEDCOM instructions shall provide for all of the following:

(1) Protective clothing against radiant heat.

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(2) Reflective shielding (aluminum or other radiant reflectors) against harmful radiation.

(3) Improved ventilation (local or general) against converted heat.

(4) Personnel rotation to limit exposure periods.

(5) Additional breaks and fans if conditions warrant, as recommended by the Industrial Hygienist, using the Wet Bulb Temperature Index (WGBT).

f. Illumination. The Industrial Hygienist shall take measurements to evaluate the amount of lighting provided in the working areas and at the work level according to the type of tasks being performed. Where lighting conditions affect the health of an employee because of eye strain or eye fatigue, the Industrial Hygienist shall evaluate the condition and make recommendations to correct the problem. Where the actual light level ranges are below the recommended light level, the lighting conditions shall be improved to the acceptable level. Lights shall be properly maintained and regularly cleaned, since lighting conditions can be improved considerably in this way. Ceilings and walls should be painted properly to attain light reflection without glare; individual task lights may be used to supplement the general lighting where the required light levels are considerably above the actual light level of the general area.

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CHAPTER 17

BACK INJURY PREVENTION PROGRAM



1. Purpose. To establish and emphasize the duties and responsibilities of Department Heads, Special Assistants, Medical, and Safety Office personnel in the Navy Back Injury Prevention and Control Program.

2. Background. A review of occupational injury records for the Department of the Navy reveals a large percentage of all mishaps are related to back injuries which are caused in whole or in part by excessive stress on the back muscles and adjacent skeletal structure (Spinal Column).

3. Action. All activities shall implement and maintain a Back Injury Prevention and Control Program commensurate with and tailored to their needs. Accordingly, the actions identified below shall be taken:

a. Department Heads/Special Assistants

(1) Assure effective back injury investigations and analyses are conducted to uncover the root causes of back pain and injuries.

(2) Evaluate and identify common work areas where materials handling equipment or other engineering control methods could eliminate or reduce back injury problems; i.e., make dollies and small step ladders available where it has been determined that back injury potential exists.

(3) Establish an effective return-to-work program, including light-duty, job restructuring, and rehabilitation.

(4) Establish a goal of limiting the normal maximum lift a single unassisted individual should make. A generally recognized limit for normal unassisted lifting is 40 pounds. While some heavy lifts cannot be avoided, many lifting operations can be designed to require assistance of other personnel or the use of mechanical handling equipment.

(5) Coordinate the medical aspects of the program with cognizant local medical authority.

b. Safety Office

(1) Analyze mishap data for the last 5 years to identify the number, frequency, type, and location of back pain and injury complaints, and develop and maintain a Back Injury Prevention and Control Program targeted to those areas, operations, or personnel with the highest frequency of back injuries.

(2) Establish and publish goals to prevent and reduce back injuries utilizing the statistical data available.

(3) Establish and provide appropriate training programs in Back Injury Prevention and Care for all personnel or targeted for personnel at risk for back injury. This employee training shall include as a minimum: anatomy and

physiology which explains how to avoid back injuries on and off the job; weight control; and physical fitness.

(4) Assist in investigating back injury mishaps and maintain records and reports.

c. Branch Medical Clinic - Occupational Health Department

(1) Provide a comprehensive pre-placement examination program to identify personnel who have a history of back injuries, and ensure personnel meet the physical requirements for the position in which they are placed.

(2) Assist in developing adequate and reasonable physical requirements for each position.

(3) Assist activities in determining and implementing limited or light duty programs.

## PERSONAL PROTECTIVE EQUIPMENT

1. Purpose. To set forth command policy regarding personal protective equipment requirements.

2. Background

a. Pursuant to the requirements of OPNAVINST 5100.23D, engineering controls shall be the primary methods used to eliminate or minimize hazard exposure in the workplace. At times when such controls are not practical or applicable, personal protective equipment shall be employed to reduce or eliminate personnel exposure to hazards; however, personal protective equipment is not a desirable substitute for administrative or engineering controls.

b. As a command policy, personal protective equipment shall be provided, used, and maintained when it has been determined by competent authority that its use is required and that such use will lessen the likelihood of occupational injuries and/or illnesses. Activities shall provide necessary protective equipment where there is a reasonable probability that the use of the equipment will prevent or reduce the severity of injuries or illnesses. Where employees provide their own protective equipment, it shall be the responsibility of the activity to ensure its adequacy, and enforce proper equipment maintenance and sanitation procedures.

c. It must be recognized that personal protective devices do nothing to reduce or eliminate the hazard itself. They merely establish a "last line of defense," and any equipment breakdown, failure, or misuse immediately exposes the worker to the hazard. Many protective devices, through misapplication or improper maintenance, can become ineffective without the knowledge of the wearer and can have potentially serious consequences. For this reason, proper equipment selection, maintenance, employee training (including equipment limitations), and mandatory enforcement of equipment use are key elements in an effective Personal Protective Equipment Program.

3. Responsibilities. Departments shall include and enforce the following provisions concerning personal protective equipment:

a. Evaluate workplaces, including applicable hazardous material data, to determine personal protective equipment requirements. Qualified safety and health personnel shall perform these evaluations.

b. Ensure personal protective equipment conforms to NAVOSH standards.

c. Arrange for appropriate medical evaluations to determine worker capability to perform assigned task when there is a reasonable expectation that the use of protective equipment may result in abnormal physiological stress. These evaluations shall normally be limited to instances where respiratory protective equipment is required.

d. Train personnel in the selection, use, inspection, and care of personal protective equipment required for their work situations and maintain records of such training.

e. Ensure protective equipment worn by personnel is properly fitted.

f. Ensure periodic equipment inspection, cleaning, disinfection, and maintenance are performed by qualified personnel.

g. Provide proper equipment storage to protect against environmental conditions which might degrade the effectiveness of the equipment or result in contamination during storage.

h. Ensure compliance with the prescribed use of personal protective equipment. All levels of supervision and management should become involved in this effort by personal example and precept. In cases of noncompliance, management may take disciplinary action as a corrective measure against the offender and the supervisor, as appropriate.

i. Identify nonuse, misuse, or malfunction of personal protective equipment which results or may result in injury or occupational illness to Navy personnel. These deficiencies shall be reported as causal factors in the mishap reporting system (as discussed in Chapter 11), with sufficient detail to permit evaluation and correction of the problem associated therewith.

4. Equipment Specifications and Requirements. All personal protective clothing and equipment will be of safe design and construction for the work to be performed. Standards and specifications for the design and use of personal protective equipment and devices have been developed as a result of extensive research and testing. Only those items that have been recognized and approved shall be used. This approval can be met through the use of:

a. Federal Specifications

b. Military Specifications

c. American National Standards Institute (ANSI) Specifications

d. National Institute of Occupational Safety and Health (NIOSH)

e. Other Recognized Approval Authority

## CHAPTER 19

### HEAD PROTECTION

1. Background. As a Navy policy, all employees (military and civilian) exposed to head hazardous operations/areas shall be furnished appropriate head protection.

2. Action

a. Department Heads/Special Assistants will provide adequate head protection (hard hats) for use by personnel engaged in head hazardous operations.

b. Personnel shall wear hard hats while employed in construction, dismantling, demolition, excavating, shoring and bracing, rigging, hoisting operations, salvage yard operations, storing and warehousing, operating forklift trucks, and when the dangers of electric shock or burns are possible.

c. Visitors and personnel who work for short periods of time or pass through areas where they may be exposed to head hazards shall wear adequate head protection.

d. Safety Office shall provide specifications and standards for head protective equipment used in this program.

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CHAPTER 20

FOOT PROTECTION

1. Purpose. To establish an effective Foot Protection Program and implement procedures for providing safety shoes to civilian employees and military personnel.

2. Background

a. The policy of the Navy is to provide safety shoes at no cost to all personnel (military and civilian) who are employed in operations/areas designated as foot hazardous by appropriate authority. A foot hazardous environment is one in which a high incidence of or potential for foot or toe injury exists. Foot hazardous operations and trades listed below are to be followed in enforcing the requirements of the Foot Protection Program. Any deviation to the foregoing shall be authorized only by written approval of Department Heads or the Medical Officer in the case of physically restricted personnel. The following are described as foot hazardous operations:

- (1) Air Conditioning/Refrigeration Mechanic
- (2) Aircraft Attendant
- (3) Aircraft Electrician
- (4) Aircraft Engine Repairer
- (5) Aircraft Ground Support Equipment Mechanic
- (6) Aircraft Launching and Arresting
- (7) Aircraft Mechanic
- (8) Aviation Metalsmith
- (9) Aircraft Propeller Mechanic
- (10) Aircraft Towman
- (11) Asphalt/Cement Worker
- (12) Blocker and Bracer
- (13) Bowling Equipment Mechanic and Maintenance Worker
- (14) Carpenter
- (15) Crane Operator
- (16) Crater and Packer
- (17) Electrician
- (18) Electrical Equipment Repairman
- (19) Electronics Mechanic
- (20) Engineering Equipment Operator
- (21) Equipment Mechanic
- (22) Exhibits Worker
- (23) Film Library Worker
- (24) Fire Extinguisher Serviceman
- (25) Firefighter
- (26) Forklift Operator
- (27) Fuel Distribution Systems Operator
- (28) Gardener/Grounds Maintenance
- (29) Heavy Mobile Equipment Mechanic
- (30) Heavy Equipment/Tractor Operator
- (31) Helper, General
- (32) Helper, Foot Hazardous Operations

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- (33) Laborer
- (34) Lawnmower Operator
- (35) Liquid Oxygen/Nitrogen Worker
- (36) Maintencenceman
- (37) Machinist
- (38) Marine Equipment Mechanic
- (39) Mason (Brick and Stone)
- (40) Materials Expediter
- (41) Material Sorter and Classifier
- (42) Meatecutter
- (43) Messenger
- (44) Mobile Equipment Metal Mechanic
- (45) Model Maker
- (46) Office Appliance Repairman
- (47) Ordnanceman
- (48) Pipefitter
- (49) Painter
- (50) Power Support Systems Mechanic
- (51) Sheetmetal Mechanic (Aircraft)
- (52) Stockman
- (53) Storage Battery Repairman
- (54) Storeworker (Commissary)
- (55) Supervisors of Foot Hazardous Operations
- (56) Tools and Parts Attendant
- (57) Warehouseman
- (58) Woodworker
- (59) Welder

These trades shall include apprentices and worker trainees. Exposures of individuals to foot hazardous operations/areas for greater than 30 percent of their time is suggested as minimum criteria for provision of safety shoes. Individuals having minimum indirect exposure to foot hazards should not be provided safety shoes; e.g., visitors, observers, office personnel.

b. Civilian employees, including temporary employees, will be provided safety shoes by utilizing the following procedures:

(1) Employee's immediate supervisor will initiate Safety Shoe Request, NASP 5100/4 (Appendix 20-A), and requisition form DD 1348 or NAVCOMPT 2276.

(2) Safety Shoe Request, NASP 5100/4, will be attached to requisition form DD 1348 or NAVCOMPT 2276, and submitted to the NAS Pensacola Supply Department to be processed.

### 3. Foot Protective Devices

a. Safety shoes, with a built-in protective toe box, are intended primarily to provide protection for heavy falling objects. These shoes shall meet the requirements of ANSI Standard Z41.1, and be labeled as such. General purpose safety shoes (Chukka style) are available through normal supply channels. Stock numbers are in the basic series of 8430-00-596-5396 through 6052; 8430-01-032-2900 through 2909; 8430-00-078-9260 through 9262; and 8430-01-079-1252 in accordance with MIL-S-2-1894.



b. Special safety footwear, furnished for special hazards, are listed below:

(1) Semi-conductive safety shoes are used to dissipate static electricity. These shoes shall conform to Military Specification MIL-S-3794 (Shoe, Conductive - NSN-8430-01-146-2694 Series).

(2) Molder's "Congress" style safety shoes are used for protection of personnel handling molten metal (MIL-S-82245, Shoe, Molders-NSN-8430-01-112-2872 Series).

(3) Electrical hazard shoes are used to guard against electric shock hazards when performing electrical hot work (MIL-B-87068, Boot, Safety, Non-sparking NSN-8430-01-105-2332 Series).

(4) Rubber or synthetic material safety toe boots are used for protection against acids, caustics, and other liquid chemical hazards (MIL-B-21408 Boot, Safety-NSN-8430-00-624-2151 Series).

(5) Electric hazard safety shoes, with a built-in protective toe box, are used to guard against electric shock hazards when performing electric work on live circuits not exceeding 600 volts (MIL-S-43860B13, Shoe, Electrical Hazards Protective-NSN-8430-00-611-8314 Series).

4. Appropriation and Distribution. The following procedures apply to the issue of protective footwear for military and civilian employees:

a. Male and female military officers will be provided standard stock safety shoes when required. Enlisted personnel (male and female) will be issued safety shoes at boot camp and will receive a clothing maintenance allowance (CMA) which includes provisions for purchasing replacement standard stock safety shoes. However, enlisted personnel working in areas such as flight deck, construction, etc., where accelerated deterioration of safety shoes occur, should be provided stock shoes from OM&N funds (in addition to CMA) as organizational clothing similar to coveralls or foul weather gear.

b. In instances wherein the standard Navy stock safety shoe is not available in the supply system, initial issues will be procured commercially and will be the work shoe style, and have characteristics similar to the standard stock item. A maximum cost of \$50 per pair of safety shoes is imposed, except in special requirement cases and only as approved by the Commanding Officer on an individual basis. As a matter of policy, casual or dress style safety shoes will not be provided at activity expense. Personnel desiring safety shoes of a special design or type may purchase them at their own expense. All safety shoes must meet the requirements of ANSI Standard Z41.1 Class (for males and equivalent for female personnel) and other requirements appropriate to the job being performed (electrical, fuel, LOX considerations) as determined by the Safety and Occupational Health Manager and as noted in the requesting memorandum to the Supply Officer.

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5. Action

a. Department Heads/Special Assistants

(1) Determine all foot hazardous operations/areas under their cognizance.

(2) Mark foot hazardous areas with signs and safe passageways/aisles where practical.

(3) Ensure the wearing of safety shoes by personnel whose occupations/assignments are determined to be foot hazardous.

(4) Determine those areas/operations which result in an accelerated deterioration of safety shoes.

b. Safety Office

(1) Provide assistance to Department Heads/Special Assistants in determining foot hazardous areas/operations.

(2) Provide assistance as necessary to Department Heads/Special Assistants in determining high rate of wear areas/operations.

6. Recordkeeping and Control

a. Issues of safety shoes to Navy employees will be recorded in the appropriate personnel record/file.

b. Replacement of safety shoes, determined by the activity to be unserviceable due to wear or damage, should be on a pair for pair turn-in basis. Shoes turned in are to be destroyed. Authorizations for individuals to purchase replacement safety shoes must indicate that shoes previously provided at government expense, or for which prior reimbursement was received, are unserviceable. Unserviceable shoes that are replaced with shoes under reimbursement procedures need not be turned in.

c. Replacement of lost or stolen safety shoes shall be the responsibility of the employee.

d. Department Heads/Special Assistants shall ensure appropriate procedures are established so that only authorized personnel participate in this program, and replacement actions are carefully monitored.

CHAPTER 21

## SIGHT CONSERVATION

1. Purpose. To establish an effective Eye Protection and Sight Conservation Program for all activities and personnel.

2. Background. Navy policy requires that Navy personnel employed in eye hazardous areas or operations be provided adequate eye protection at government expense. Employees shall be required to wear appropriate eye protective equipment when performing eye hazardous operations. Any person in the vicinity of such operations, including other workers, supervisors, or visitors shall also be required to wear eye protective equipment.

3. Action

a. Department Heads/Special Assistants. Furnishing corrective/protective eyewear is the responsibility of the departments. To ensure reasonable application of the program, the issuing of prescription-ground safety eyewear should be restricted to personnel who have been determined as being in eye hazardous occupations and others who are assigned to eye hazardous areas or zones for over 50 percent of their working time.

b. Immediate Supervisors

(1) Initiate requests for refraction for personnel whose duties require regular assignment to eye hazardous occupations and those assigned to processes or areas, as described in this chapter, 50 percent or more of their working time and whose visual ability has been determined by sight screening to be insufficient to meet the requirements of their job. Requests for refraction appointments will be made by contacting the Optometrist, NAVHOSP Branch Clinic, Building 3600, at 452-5210.

(2) After the refraction examinations have been completed, the activity must prepare a NAVCOMPT 2276 (use Appendix 21-A as guidance) and submit, along with five copies of the Prescription-Protective Eyewear, NAVHOSPPNCLA 6490/9 (Appendix 21-B), to the Safety Office for review and approval.

(3) Ensure the employee returns to the Optometrist, NAVHOSP Branch Clinic, when notified of the receipt of the protective eyewear requested.

(4) Provide plain protective eyewear for personnel not requiring corrective lenses and whose principal duties require regular assignment to eye hazardous occupations, processes, or areas.

c. Personnel

(1) All personnel who perform or are exposed to operations or processes that may endanger the eyes shall wear eye protection, regardless of the duration of the exposure.

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(2) All personnel with vision either completely or practically missing in one eye are considered as engaged in eye hazardous work, regardless of occupation or exposure, and shall wear approved type eye protection at all times aboard the station and when on duty off the station.

(3) Corrective, protective eyewear prepared for one person is not medically appropriate for issuance to another. Reclamation of such eyewear is not economically practical. Therefore, corrective, protective eyewear is considered an expendable item.

d. Optometrist, NAVHOSP Branch Clinic, shall perform professional optometric services as follows:

(1) Perform visual screening tests of all prospective employees as part of the preemployment physical examination.

(2) Conduct visual evaluation and refraction to procure and issue corrective, protective eyewear, and prepare NAVHOSP PNCLA 6490/9 (Appendix 21-B).

(3) Conduct repairs or lens replacements of corrective, protective eyewear.

(4) Provide direction of visual rescreening program for all personnel at intervals of 2 years.

e. Safety Office shall have the responsibility for determining eye hazardous areas, occupations, and processes which require personal protective equipment or other safeguards to protect the eyes and conserve sight.

(1) Survey. A complete survey of all activity work areas and processes shall be conducted to determine which are eye hazardous, which personnel require eye protection, and the type of eye protection required. In addition to the common eye hazards such as flying objects resulting from certain cutting or drilling operations, the survey shall also consider the eye hazards associated with exposure to the various forms of electromagnetic radiation; e.g., laser, ultraviolet, infrared, and microwave radiation. A list of all areas, processes, and occupations that require eye protection shall be maintained by the activity safety representative.

(2) Posting. Ensure all areas designated as eye hazardous are posted with an appropriate warning sign. Such signs shall be consistent with the requirements of 29 CFR 1910.145 (NOTAL) and be located at all entrances to designated areas as practicable.

(3) Emergency Eyewash Facilities. Ensure emergency eyewash facilities meeting the requirements of ANSI Standard Z358.1-1981 (NOTAL) are provided in all areas where the eyes of any employee may be exposed to corrosive

materials. All such emergency facilities shall be located where they are easily accessible.

(4) Review. Review, approve, and forward requests for protective eyewear to the Supply Department for procurement.

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#### 4. Maintenance of Protective Eyewear

a. It shall be the responsibility of the individual and his/her supervisor to ensure personal protective eyewear is maintained in a clean and fully operational condition. The eyewear furnished under the Sight Conservation Program is the property of the Department of Navy and shall be repaired or replaced if damaged in the course of employment. Damage to protective eyewear shall be reported to the employee's supervisor.

b. Lens Replacement. If replacement of prescriptive lenses is required, replacements shall be handled in a manner similar to that established for acquiring new corrective, protective eyewear. A new examination shall be required if the original prescription is more than 1 year old.

c. Enforcement. The activity commander or his designated official shall initiate appropriate disciplinary action if determined that the eyewear has been willfully damaged, altered, or lost through negligence, or that personnel are not responding to the provisions of the Sight Conservation Program.

#### 5. Temporary Protective Eyewear

a. Planos, goggles, or faceshields shall be provided to employees while awaiting delivery of corrective, protective eyewear.

b. Prevention of eye accidents require that all persons who may be in eye hazard areas wear protective eyewear. This includes employees, visitors, instructors, or others passing through an eye hazardous area. To provide protection for these personnel, activities shall procure a sufficient quantity of heavy duty goggles and plastic eye protectors which afford the maximum amount of protection possible. If these personnel wear personal glasses, they shall be provided with a suitable eye protector to wear over them.

c. All eyewear turned in by personnel or visitors shall be cleaned and sterilized prior to reissue.

6. Education. A comprehensive education program on the need for, and use of, protective eyewear shall be conducted at all activities. This training shall be included in the activity training programs for supervisory and nonsupervisory personnel. Typical points to be covered in the activity education program are:

a. Many jobs call for some form of eye protection against impact, splashes, sparks, or glare; management is responsible for providing eye protection equipment and the employee is responsible for using the equipment when required.

b. Contact lenses cannot be worn in eye hazardous operations/areas without authorization.

c. Personnel working with or near potentially harmful chemicals or other corrosive materials must know the location of the nearest eyewash fountain and how to use it.

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d. No attempt should be made to remove a particle lodged in the eyeball, or to wash an eye that has been cut in any way. A clean dressing can be placed lightly over the eye until the victim gets medical help. Cold compresses should be applied to a bruised eye. Chemical burns call for immediate flushing with tepid potable water.

7. Special Precautions for Visually Impaired Employees. Any employee who is found to have vision in one eye which is 20/200 or worse shall be considered visually impaired. Employees who have visual impairment shall not be assigned duties which would present a hazard to their remaining eye. In addition, such employees shall wear protective eyewear at all times, regardless of their occupation or work station.

8. Eye Hazardous Occupations/Processes/Areas. The following occupations and areas have been surveyed and determined to be "Eye Hazardous." Personnel engaged in these activities or working in these environments must be provided with and utilize protective eyewear:

a. Occupations and processes

- (1) Abrasive Grinding
- (2) Brazing
- (3) Burning and Cutting (metal)
- (4) Clipping Control Cable Ends
- (5) Countersinking (power operated)
- (6) Chipping or Chiseling
- (7) Cleaning (steam, spray, or brush)
- (8) Cleaning or Drying with compressed air
- (9) Deburring
- (10) Drilling
- (11) Drop Hammer Forming
- (12) Engraving (machine)
- (13) Firefighters and Fire Extinguisher Servicemen
- (14) Filing (power operated)
- (15) Filing (manual) when performed at eye level or above
- (16) Forging
- (17) Heat and Glare (extreme)
- (18) Liquid Oxygen (handling)
- (19) Metal Heating (with open flame)
- (20) Metalizing
- (21) Molten Metal (handling or exposure to)
- (22) Machine Operations (metal working)
- (23) Machine Operations (woodworking)
- (24) Operating Power Actuated Tools
- (25) Paint Stripping

- (26) Plating
- (27) Riveting
- (28) Rivet Shaving
- (29) Sanding (power operated and manual)
- (30) Sandblasting
- (31) Scaling
- (32) Soldering
- (33) Unsoldering

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- (34) Welding (all types)
- (35) Wire Brushing (power operated and manual)
- (36) All processes involving exposure to acids, solvents, caustics, or other irritating chemicals or liquids
- (37) All processes involving exposure to fluids and/or air under pressure
- (38) All operations involving striking metal against metal
- (39) All lawnmowing and trimming operations

b. Areas

- (1) Buffing shops or enclosures
- (2) Cleaning shops or enclosures
- (3) Crafting shops or areas
- (4) Deburring shops or enclosures
- (5) Drop Hammer shops
- (6) Grinding shops or enclosures
- (7) Hydraulic test shops or areas
- (8) Machine shops or enclosures
- (10) Pneumatic test shops or areas
- (11) Welding shops or enclosures
- (12) Woodworking shops (where primary functions are wood manufacturing)
- (13) Pump and Carburetor test shops
- (14) Areas surrounding power operated wire brushing
- (15) Areas subject to high velocity air blasts from aircraft
- (16) Scrap and Salvage yards

NOTE: Eye hazardous areas, machines, processes, and equipment defined in subparagraphs 8a and b above shall be marked with appropriate signs and/or aisle markings in accordance with 29 CFR 1910.144.

9. Selection of Eye Protection Devices. To determine the proper eye protective devices required while performing specific eye hazardous operations or tasks, the selection chart (Appendix 21-C) must be used.

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## CHAPTER 22

### HEARING CONSERVATION AND NOISE ABATEMENT

1. Purpose. To outline the provisions of the Hearing Conservation Program and to prevent occupation noise-related hearing loss among Navy personnel.

2. Background

a. Exposure to high-intensity noise occurs as a result of either impulse or blast noise (e.g., gunfire, rocket fire, etc.) or from continuous or intermittent sounds such as jet or propeller aircraft, marine engines, and a myriad of noise sources in industrial activities.

b. Hearing loss has been and continues to be a source of concern within the Navy, both ashore and afloat. Hearing loss attributed to such occupational exposure to hazardous noise, the high cost of related compensation claims, and the resulting drop in productivity and efficiency have highlighted a significant problem which requires considerable attention.

3. Action

a. Department Heads/Special Assistants shall:

(1) Take practical action to abate noise which is hazardous to hearing by one of the following methods:

(a) By engineering design, eliminate or reduce the unacceptable noise.

(b) By isolating of the offending noise.

(c) By substitution of lower noise producing operations (such as welding in lieu of riveting).

(d) By suppressing noise through the use of sound attenuators.

(2) Provide protection against the affects of noise exposure when sound level exceeds 84 dB(A) on the "A" scale of a standard sound level meter at slow response.

(3) Noise of impact or impulse, such as gunfire, cannot be accurately evaluated with a sound level meter. All personnel exposed to impact or impulse noise which exceeds 140 dB(A) shall wear appropriate ear protection devices.

(4) Personnel exposed to noise when sound levels exceed 104 dB(A) shall wear both earplugs and earmuffs.

(5) Ensure personnel are educated to the dangers of exposure to noise on at least an annual basis.

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(6) Require new personnel who are assigned to noise hazardous areas to receive a baseline audiogram prior to working in that area, a monitoring audiogram after 3 months, and annually thereafter. In order to obtain an accurate baseline audiogram, the examination must be conducted at least 16 hours after the last exposure to high-intensity noise; i.e., Monday after a non-duty weekend.

(7) Personnel exposed to sound levels greater than 84 dB(A) or 140 dB(A) peak sound pressure level for impact or impulse noise are considered at risk and shall be identified on a roster for inclusion in the Hearing Conservation Program. Although hearing conservation measures are required when noise levels are greater than 84 dB(A), the implementation of all available measures may not be necessary in every case. For example, visitors to hazardous noise areas shall be required to wear hearing protection, but would not be required to have their hearing tested or be included on a roster of noise exposed personnel.

b. Occupational Medicine Branch shall:

(1) Centrally manage the Hearing Conservation Program, and periodically update the program to maintain currency and effectiveness.

(2) Provide audiometric support to all military and civilian personnel in accordance with the program requirements.

(3) Provide professional and technical assistance to commands.

(4) Develop guidelines and issue certification for:

(a) Personnel conducting sound level measurements

(b) Personnel performing hearing conservation audiometry

(c) Audiometric test chambers

(d) Audiometers

(5) Establish and maintain a hearing conservation data base to enable assessment of program effectiveness and to provide input to noise control engineering decisions based on prevalence of hearing loss.

c. Safety Office shall:

- (1) Formulate a Hearing Conservation Program where high-intensity noise exists.
- (2) Play a leading role in the enforcement of safety measures.
- (3) Coordinate the labeling of noise hazardous areas and equipment.

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4. Monitoring Hearing Tests

a. All personnel assigned to duties in designated hazardous noise environments shall be included in the Hearing Conservation Program and shall receive hearing tests within 90 days of that assignment. Hearing tests will be conducted at least annually thereafter for as long as the employee remains in a noise hazardous environment, unless otherwise indicated in the following paragraphs. Monitoring hearing tests should also be conducted when there are individual complaints of hearing difficulties; e.g., difficulty in understanding conversational speech or a sensation of ringing or fullness in the ear(s).

b. The monitoring audiogram shall be compared with the reference audiogram to determine if a significant threshold shift has occurred relative to the reference audiogram.

c. The following additional monitoring hearing tests shall be accomplished in support of the Hearing Conservation Program:

(1) Fifteen-Hour. Individuals who demonstrate a significant threshold shift on their annual or 90-day hearing test should be retested after they have remained free of all noise exposure exceeding 80 dB(A) for at least 15 hours. This period of "auditory rest" usually is adequate to allow transient threshold shifts to return to pre-exposure levels.

(2) Forty-Hour. Occasionally, a significant threshold shift is still evident following the 15-hour noise-free period. If this occurs, the individual must be kept free of all noise exposure exceeding 80 dB(A) for a period of 40 hours before retesting. Generally, all persons who have a transient or temporary threshold shift will return to near pre-noise exposure hearing levels following this period of auditory rest. The results of this 40-hour hearing test form the basis for referral for more detailed and diagnostic procedures.

(3) Five-Day. The purpose of the 5-day audiogram is to evaluate whether the significant threshold shift identified by previous monitoring audiometry is continuing to change or has stabilized. To make this determination, the individual must have remained free of all noise exposure exceeding 80 dB(A) for 5 consecutive days prior to the hearing test. The

results of the 5-day hearing test form the basis for referral for more detailed and diagnostic procedures.

(4) Detailed Surveillance Program. At the discretion of the Medical Officer, additional audiometric examinations may be performed to monitor personnel who demonstrate changes in their hearing or those personnel who work in extremely high levels of noise. Personnel placed on the Detailed Surveillance Program will receive hearing tests at 60 and 120 days after the 5-day audiogram, or at more frequent intervals at the discretion of the Medical Officer.

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(5) Termination Hearing Test. Military personnel shall receive a hearing test upon termination of service. Civilian personnel who have been routinely exposed to hazardous noise or have previously demonstrated a significant threshold shift shall receive a hearing test upon termination of employment.

5. Labeling of Hazardous Noise Areas and Equipment. Designated hazardous noise areas and equipment which produce sound levels greater than 84 dB(A) or 140 dB peak sound pressure level shall be appropriately labeled. Hazardous Warning Decal, NAVMED 6260/2, 8 x 10-1/2, and the Hazardous Noise Labels (displayed on hand tools), NAVMED 6260/2A, 1 x 1-1/2, are the approved decals and labels for marking hazardous noise areas on equipment. (See Appendix 22-A)

a. Posting of an entire building as a hazardous noise environment is not recommended unless nearly all areas within the building are designated hazardous noise areas.

b. Military combatant equipment is excluded from this labeling requirement.

#### 6. Education

a. All Navy personnel included in the Hearing Conservation Program shall be informed accordingly and receive instruction in:

- (1) The elements of and rationale for a Hearing Conservation Program.
- (2) Proper wearing and maintenance of hearing protection devices.
- (3) The command program and their individual responsibilities.
- (4) Off-duty practices which will aid in protecting their hearing.

b. Such instruction will also be provided to all personnel upon reassignment to a new job which is noise hazardous.

c. All personnel identified for inclusion in the Hearing Conservation Program should receive a minimum of 1 hour of initial instruction in the requirements of the program and appropriate refresher training annually thereafter. Records of such training shall be made a part of the command training records.

#### 7. Personal Hearing Protective Devices

a. Hearing protective devices shall be worn by all personnel when they enter or work in an area where the operations generate noise levels of:

- (1) Greater than 84 dB(A) sound level, or
- (2) 140 dB peak sound pressure level or greater.

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NOTE: There may be unique situations where noise levels rise unpredictably above 84 dB(A) for short durations so that the wearing of hearing protective devices may be judged impractical or unnecessary. Decisions to waive the use of hearing protective devices must not be made arbitrarily; such professional judgments shall be rendered by an Industrial Hygienist, considering all relevant factors.

b. A combination of insert type and circumaural type hearing protective devices (double protection) shall be worn in all areas where noise levels exceed 104 dB(A) sound level.

c. All personnel exposed to gunfire in a training situation or to artillery or missile firing, under any circumstances, shall wear hearing protective devices.

d. The determination of which hearing protective device or combination of devices, suitable for use in each situation, is the responsibility of the Industrial Hygienist or other competent personnel, under the direction of the Industrial Hygienist. Personal hearing protective devices shall reduce effective sound levels to less than 84 dB(A) or 140 dB peak. Only those devices listed in Appendix 22-B shall be issued or worn.

e. In cases where hearing protective devices do not provide sufficient attenuation to reduce the employee's effective exposure level below 84 dB(A), administrative control of exposure time will be necessary.

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## CHAPTER 23

### RESPIRATORY PROTECTION PROGRAM

1. Purpose. The purpose of this chapter is to implement a Respiratory Protection Program in accordance with the provisions of 29 CFR 1910, OPNAVINST 5100.23D, and other applicable directives, and to effectively control occupational diseases caused by breathing air contaminated with harmful dusts, fumes, mists, gases, vapors, or smoke. The primary action shall be to prevent atmospheric contamination. This shall be accomplished as far as feasible by accepted engineering control measures; for example, enclosure or confinement of the operation, general and local exhaust ventilation, or substitution of less toxic materials. When effective engineering controls are not feasible, or while they are being instituted, appropriate respiratory protection must be utilized. Personnel, such as employees, inspectors, and visitors, who must enter an area where the use of respiratory protection equipment is required, even when their stay time in the area may be 15 minutes or less, shall be provided and use appropriate equipment. They shall be instructed regarding the use and limitations of the equipment, be fit tested, and certified as medically qualified to wear the respirator being issued.

#### 2. Requirements of a Minimal Acceptable Program

a. This chapter will serve as the basic standard operating procedure (SOP) for NAS Pensacola and supported activities. (NOTE: Hazard Specific SOP's prepared by the activity and reviewed and approved by the Safety Office are required in work centers.)

b. Training of employees in the use, basic field checks, general care of the respirators, and their limitations.

c. Special medical surveillance of personnel whose duties require the use of respirators.

d. Evaluation of the overall Respiratory Protection Program and of the working environment.

e. Respirators shall be selected on the basis of hazards to which the worker is exposed.

f. Where practicable, the respirators should be assigned to individual workers for their exclusive use.

g. Respirators shall be regularly cleaned and disinfected. Those issued for the exclusive use of one worker should be cleaned after each day's use and more often, if necessary. Those used by more than one worker shall be thoroughly disinfected after each use.

h. Respirators, respirator parts, and cartridges/filters shall be stored in a convenient, clean, and sanitary location, away from the contaminants to be protected against or the work site intended for their use. Used cartridges/filters shall not be left attached to respirators when stored.

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i. Appropriate surveillance of work area conditions and the degree of employee exposure shall be measured and documented.

### 3. Procedures

a. Prior to personnel being assigned to tasks requiring the use of respiratory protection, they must have successfully completed a physical examination to ensure they are physically and psychologically capable of using respiratory protection.

b. Supervisors or safety representatives shall obtain a physical examination appointment with the Occupational Medicine Department, NAS Branch Medical Clinic, Building 3600 (452-5258).

c. Complete, in duplicate, "Request for Medical Clearance for Respirator Use" (Appendix 23-A). Send both copies with each person reporting for the physical examination. Following successful completion of the physical examination, ensure the Respiratory Protection Program Manager (RPPM) receives a signed copy of the medical clearance form.

d. Following receipt of the medical clearance, the RPPM will schedule the individual(s) for the next available respiratory protection training class.

e. After training has been successfully completed, the individual must have a fit test performed in a test atmosphere by a person qualified to conduct a "Qualitative Fit Test." A variety of types and sizes of respirators will be used in this test. The respirator providing the best fit, least amount of leakage, and most comfort will then be designated as the respirator to be used by that individual. Each individual who is required to use a respirator shall be fit tested at the time of initial training and annually thereafter, except for those personnel occupationally exposed to Lead or Asbestos, who are required to be fit tested semiannually. As a minimum, the following procedures shall be used to ensure an adequate fit:



(1) All respirators shall be donned in accordance with manufacturer recommendations.

(2) The facepiece seal shall be checked by the wearer each time the respirator is used. A positive and negative pressure test shall be used.

(a) Positive Pressure Test. For most respirators, place the palm of the hand or thumb over the exhalation valve and press lightly. Exhale gently to increase pressure inside the facepiece. The respirator is properly fitted if no air leaks out around the edges and slight positive pressure can be felt inside the facepiece.

(b) Negative Pressure Test. Inhale while covering the cartridge or canister inlet lightly with the palm(s) of the hand(s), being careful to minimize pressure on the respirator. No air should leak into the facepiece.

(3) During respirator fit testing, isoamyl acetate (banana oil), saccharin mist, or irritant smoke shall be used to test for proper fit.

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f. A Fit Test Certification Card, NASP 5103/1 (Appendix 23-B) will be completed by the person conducting the test and filed in the Safety Office.

g. A Respirator Permit, NASP 5103/2 (Appendix 23-B), and respirator will be issued to the user upon completion of the fit test. Only the respirator designated on this permit will be worn by the individual in the performance of duties. Only NIOSH/MSHA approved respirators will be issued and used.

h. Persons responsible for issuing respiratory protection supplies must personally check the user's Respirator Permit and issue only respirator parts (cartridges, valves, straps, etc.) designated on the permit.

i. Annually thereafter, the individual must attend a respiratory protection refresher course. This course will be given once a month, depending on the personnel needing the training. Annual fit testing will be conducted at this time except for those personnel occupationally exposed to Lead or Asbestos, who will be fit tested semiannually.

j. After the initial physical examination, the frequency for respiratory protection physical exams shall be every 5 years for personnel below age 35, every 2 years up to age 45, and annually thereafter.

k. The Central Respiratory Protection Issue Facility, located in the Safety Office, is staffed to maintain and issue all respiratory protection equipment. The facility is responsible for:

(1) Assuring only respirators jointly approved by the National Institute for Occupational Safety and Health (NIOSH) and the Mine Safety and Health Administration (MSHA) are issued and used.

(2) Inspecting all respiratory protection equipment and replacing all worn and missing parts in accordance with information and guidance in current directives.

(3) Refurbishing, storing, and ensuring respiratory protection is properly maintained.

(4) Ordering, receiving, and accounting for all respiratory protection equipment and supplies for NAS Pensacola and those supported activities as defined in Chapter 2 of this instruction.

(5) Assuring the proper respirator and cartridges are issued for the task to be accomplished.

NOTE: Satellite respiratory protection facilities may be established at certain locations where the usage rate indicates the necessity and trained and qualified personnel are available to ensure compliance with the provisions of this instruction as determined by the RPPM.

#### 4. Responsibilities

a. Department Heads, Special Assistants, and supported activities that participate in the Respiratory Protection Program shall comply with the guidance contained in this instruction.

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b. Supervisors are responsible for the enforcement of the provisions of this instruction regarding the use, care, storage, and maintenance of respiratory equipment by:

(1) Ensuring all personnel under their supervision wear the respiratory protective equipment that they were issued and trained to use.

(2) Ensuring all operations which may cause or create respiratory hazards are evaluated by the Industrial Hygienist and Safety staff, to determine the extent of the hazards and the need for respiratory protection.

(3) Ensuring only qualified personnel are assigned to tasks requiring respirators. Personnel shall not be assigned to tasks requiring the use of respirators unless it has been determined they are physically able to perform the work and use the equipment. The Occupational Medical Physician shall determine what health and physical conditions are pertinent. The respirator user's medical status should be reviewed periodically in accordance with subparagraph 3j above.

(4) Inspecting worksites to ensure the respiratory protective equipment is being used in accordance with the requirements of this instruction.

c. Individual Personnel are responsible for:

(1) Obtaining the respiratory protection equipment selected and fitted by the RPPM and using such equipment per instruction and training received.

(2) Inspecting the respiratory protection equipment before and after each use and return the equipment to the RPPM when it is no longer required.

(3) Cleaning respiratory protection equipment and properly storing it after each use.

(4) Reporting any malfunction of the respirator to their immediate supervisor. If repair or replacement is required, it shall be returned to the RPPM.

(5) Guarding against damage or loss of respiratory protection equipment.

(6) Reporting violations of respiratory program requirements.

d. Naval Hospital, Industrial Hygiene Division is responsible for:

(1) Conducting surveys to determine airborne concentrations of hazardous contaminants in the work environment.

(2) Providing information on airborne concentrations of hazardous substances and specific health hazards involved.

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(3) Providing assistance in the Industrial Hygiene aspects of the Respirator Training Program, determination of appropriate types of respirators for new or unusual operations, resolving problems involving operations or equipment, specification of requirements for engineering controls, evaluating existing controls, and providing recommendations for improvements.

e. Respiratory Protection Program Manager (RPPM) is responsible for:

(1) Overall administration of the Respiratory Protection Program.

(2) Advising Department Heads and Special Assistants of the areas, occupations, and processes which require the use of respiratory protection.

(3) Evaluation and approval of all new respiratory protection equipment prior to being purchased.

(4) Conducting periodic inspections of work areas to ensure compliance with this instruction.

f. Safety & Occupational Health Manager is responsible for ensuring the Respiratory Protection Program is evaluated at least annually with a report of findings and recommendations submitted to the Commanding Officer. The written Standard Operating Procedures will be modified to reflect the evaluation results, if necessary.

## 5. Training

a. Upon successful completion of the physical examination, personnel will be trained by the Safety Office staff in the proper selection, use, and maintenance of equipment. The training will include:

(1) Discussion of the contaminants to be encountered, expected concentrations, and chemical, physical, and toxicological properties.

(2) Exploration of reasons for using respirators and the attempt to eliminate the need for them.

(3) Description and discussion of respirators and their limitations.

(4) The need for medical evaluation and proper training.

(5) Instructions for fit-testing procedures and normal operating conditions.

(6) Inspections, cleaning, maintenance, and storage of respiratory protection equipment.

b. Trainees will have the opportunity to don the equipment in both normal and test environments.

c. A record shall be made of any training given and shall include the type of respirator, brand name and model, size, method of test and test results, test date, and the name of the instructor/ tester. (See Appendix 23-B)

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## 6. Enforcement

a. The immediate supervisor is responsible for ensuring compliance with this instruction. Respirators shall be worn as directed in instances where they have been prescribed. Failure to adhere to these provisions shall result in administrative action by the appropriate supervisor.

b. The Safety Office shall monitor operations relative to respiratory protection to ensure compliance with this instruction.

## 7. Types of Respirators

a. Respiratory protective equipment is divided into three basic categories:

(1) Air-Purifying, which includes mechanical filter respirators, chemical cartridge respirators, and gas masks.

(2) Air-Supplied, which includes air-line respirators utilizing a source from an ambient air breathing apparatus (AABA) or compressed air.

(3) Self-Contained Breathing Apparatus (SCBA).

b. Mechanical Filter Respirators offer protection against airborne particulate matter, including smoke, mists, dusts, and metal fumes. They cannot provide protection against gases, vapors, or oxygen deficient

atmospheres. The mechanical filter respirators consist of essentially a face-piece (quarter mask, half mask, or full face mask) and a mechanical filter. The mechanical filter is constructed of a fibrous material that cleans the air passing through it by trapping the harmful particulates during inhalation.

c. Chemical Cartridge Respirators are elements that are filled with a specially treated activated carbon, which has a very high adsorption capacity. Gases and vapors passing through these cartridges are attracted and held to the surface of the carbon. In the case of acid and alkaline gases, a chemical reaction and/or adsorption occurs. There are four negative rules that apply to chemical cartridge respirators:

(1) They shall not be used for exposure to harmful gaseous matter that cannot be identified by odor or throat irritation.

(2) They shall not be used for protection against gaseous materials that are extremely toxic in small concentrations.

(3) They shall not be used for any gaseous material in concentrations that are highly irritating to the eyes.

(4) They shall not be used for protection against gaseous material that is not effectively stopped by utilizing chemical cartridges, regardless of concentration.

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d. Combination Mechanical Filter and Chemical Cartridge Respirators use mechanical type filters plus a chemical cartridge for dual or multiple exposures.

NOTE: See Appendix 23-E or consult the RPPM for the proper cartridge selection for the task to be performed. All filters and cartridges must be NIOSH/MSHA approved.

e. Gas Masks

(1) Gas masks generally consist of a facepiece that fits over the eyes, nose, and mouth and is connected by a flexible tube to a canister designed for use in atmospheres with specific, known gas or vapor concentrations not exceeding two percent by volume and particulate matter that might be harmful to life or health.

(2) Canister type gas masks remove only toxic gases, vapors, or particulates from the air; therefore, they must not be used in oxygen deficient atmospheres.

NOTE: In order to unmistakably identify each cartridge and gas-mask canister, and the use for the exposure for which it is intended, a color code has been established by the American Standards Association and is used by all manufacturers. Approved color code for cartridges

and gas mask canisters is listed in American National Standard K13.1-1973. (See Appendix 23-C)

f. Air-Supplied Respirators

(1) Air-supplied respirators are devices providing breathing air to the user through a small diameter, low-pressure hose-line from a source of uncontaminated air and monitored for carbon monoxide content. The source may be derived from an Ambient Air Breathing Apparatus (AABA), located in an area providing clean and uncontaminated air. Air-supplied respirators are used in situations where dusts, fumes, mists, gases, vapors, and smoke are present and shall not be used in Immediately Dangerous to Life and Health (IDLH) atmospheres, unless equipped with an auxiliary air supply (SCBA) to protect in case of failure of the primary supply.

(2) Air-supplied respirators are available with half masks, full facepieces, and hoods, and are furnished in three basic designs:

(a) Constant Flow-have a regulated amount of air fed to the facepiece and are normally used where there is an ample air supply such as provided by an AABA.

(b) Demand-type respirators are generally used only where compressed air cylinders are available. Demand-type respirators with half masks or full facepieces deliver airflow only during inhalation. A suitable pressure regulator is required to make sure the air is reduced to the proper pressure for breathing.

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(c) Pressure-demand respirators are used for those conditions where the possible inward leakage is unacceptable and where there cannot be the relatively high-air consumption of the constant flow respirators.

(d) All air-supplied respirators shall be NIOSH/MSHA approved.

g. Self-Contained Breathing Apparatus (SCBA)

(1) The distinguishing feature of all self-contained breathing apparatus (SCBA) is that the user need not be connected to a stationary breathing air source, such as an air compressor.

(2) Self-contained breathing apparatus (SCBA's) are classified as "closed-circuit" or "open-circuit."

(a) Closed-Circuit. Another name for closed-circuit SCBA's is "rebreather" devices, indicative of the mode of operation. The breathing gas is rebreathed after the exhaled carbon dioxide has been removed and the oxygen content restored by a compressed or liquid oxygen source or an oxygen generating solid. The closed-circuit apparatus is lighter and simpler than the cylinder type. However, it is useful for only about 1 hour and, once initiated, cannot be turned off.

(b) Open-Circuit. An open-circuit SCBA exhausts the exhaled air to the atmosphere instead of recirculating it. A cylinder of high-pressure compressed air supplies air to a regulator that reduces the pressure for delivery to the facepiece. This regulator also serves as a flow regulator by passing air to the facepiece on demand. The regulator is either mounted directly to the facepiece or a flexible corrugated hose connects the regulator to the respiratory inlet covering, usually a full facepiece. Because it provides total breathing requirements with no recirculation, the service life is shorter than the closed-circuit SCBA.

(c) Two types of open-circuit SCBA's are available, "demand" or "pressure demand." A demand type open-circuit SCBA should not be used in Immediate Danger to Life and Health (IDLH) atmospheres. Like closed-circuit SCBA's, however, they may be adequate against oxygen-deficient atmospheres. The choice of demand or pressure-demand will be based on thorough evaluation of the respiratory hazard by the Industrial Hygienist and the RPPM.

(3) As of 1 January 1987, approved self-contained, positive-pressure breathing apparatus shall be the only type of respiratory protection used by the fire service. Should equipment with a long service time be required for high-rise, tunnel, or below-deck firefighting, approved negative-pressure SCBA's are also acceptable if no approved positive-pressure, closed-circuit SCBA can provide the required service time.

(4) As well as use in firefighting, the positive-pressure SCBA will be used in suspected chemical environments and other hazardous material operations, or for any other environment having an atmosphere that may be deficient in oxygen.

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(5) Breathing Air Requirements. Breathing air or sources of breathing air for SCBA's shall comply with the most stringent requirements of ANSI Standard Z86.1 (Grade D or better). Purity shall be checked by a competent laboratory at least quarterly. NOTE: OXYGEN SHALL NEVER BE USED IN PLACE OF BREATHING AIR FOR SUPPLIED AIR RESPIRATORS.

(6) Expanded guidance in respiratory protection for firefighters is covered in American National Standards, Z88.5, 1981, and National Fire Codes and Standards of the National Fire Protection Association, 1988.

## 8. Maintenance and Care of Respirators

### a. Inspection

(1) All respirators shall be inspected before and after each use. A respirator that is not routinely used, but is kept ready for emergency use, shall be inspected after each use and at least monthly to assure it is in satisfactory working condition.

(2) Self-contained breathing apparatus in storage or not in use shall be inspected monthly. Air and oxygen cylinders shall be fully charged

according to the manufacturer's instructions. It shall be determined that the regulator and warning devices function properly.

(3) Respirators are required to be inspected for tightness of connections and the condition of the facepiece, headband, valves, connecting tube, and canisters. Rubber or elastomer parts must be inspected for pliability and signs of deterioration. Records of inspection dates and findings must be maintained for respirators which are used for emergencies.

b. Cleaning and Disinfection

(1) Respirators are required to be cleaned and disinfected after each use when more than one wearer uses the same respirator. They should be cleaned and disinfected daily or as often as necessary when individually assigned. If a respirator is reserved for emergency use, it is only necessary to clean and disinfect it after each use.

(2) The following procedures are recommended for cleaning and disinfecting respirators:

(a) Remove any filters, cartridges, or canisters and discard.

(b) Disassemble and handwash facepiece and parts in a cleaner disinfectant or cleaning solution recommended by the RPPM. Solvents shall not be used!

(c) Rinse completely in clean warm water no hotter than 120 deg. F.

(d) Air dry in a clean, uncontaminated area in such a way as to prevent distortion.

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(e) Reassemble respirator and replace any damaged parts.

(f) Place in a closed plastic bag or container for storage.

(g) Store in a clean, dry, uncontaminated area without distorting facepiece.

9. Special Problems in Respirator Use

a. Facial Hair

(1) Facial hair lying between the sealing surface of a respirator facepiece and the wearer's skin will prevent a good seal. If the respirator permits negative air pressure inside the facepiece during inhalation, there will be excessive penetration by air contaminants.

(2) Respirators shall not be worn when conditions prevent a good seal of the facepiece to the face. Beards and long sideburns prevent satisfactory sealing. Therefore, anyone who has a moustache, sideburns, or a beard that passes between the face and the sealing surface shall not wear a respirator.



b. Corrective Lenses

(1) Those who must wear spectacles present a problem in respiratory protection. Spectacle temple bars or straps that pass between the sealing surface of a full facepiece and the wearer's face prevent a good seal. Therefore, spectacles that have temple bars or straps shall not be used when a full facepiece respirator must be worn. Spectacles with short temple bars that do not protrude between the sealing surface and the wearer's face may be used temporarily. Special corrective lenses to be mounted inside full facepiece respirators are available and should be used by those who need them. These lenses shall be mounted in the full facepiece only by qualified persons to ensure proper vision, comfort, and proper sealing of the facepiece.

(2) Spectacles or goggles may also interfere with quarter or half-masks. They shall be worn so as not to interfere with the seal of the facepiece. If there is interference, a full facepiece respirator should be worn, as described above, to avoid sealing problems.

(3) Contact lenses shall not be worn while wearing a respirator since contamination may penetrate the device and get into the eyes, causing severe discomfort.

c. Respirator Use in Low and High Temperatures

(1) Low temperatures will fog respirator lenses. Coating the inner surface of the lens with an antifogging compound will prevent fogging down to 32 degrees F., but severe fogging may occur below 10 degrees F.

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(2) Wearing a respirator causes additional stress which should be minimized by using a light-weight respirator with low breathing resistance. In atmospheres that are not Immediately Dangerous to Life and Health (IDLH), the airline-type supplied-air respirator is recommended. Such a respirator, except for AABA units, used in low or high temperature atmospheres may be equipped with a vortex tube to either warm or cool the supplied air.

10. Respirator Selection. Respiratory protection equipment varies in design, type, and degree of protection. Appendices 23-D and 23-E provide guidance on the use of some types of respiratory protection equipment, but is not all inclusive. The selection of appropriate respiratory protection shall be determined by the RPPM based on an assessment of special atmospheric contaminants provided by the Industrial Hygiene surveys.

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RESPIRATOR SELECTION TABLE

<u>TASK</u>	<u>RESPIRATOR</u>	<u>CARTRIDGE/FILTER</u>
Abrasive Blasting	Supplied Air Hood Type "CE"	N/A
Acid Handling	North 3-M	7500-2 7252
Asbestos Lagging	North 3-M	7500-8 7255/2040
Asbestos "Rip-Out"	Full-Face Supplied-Air	N/A
Brake Repair Aircraft/Vehicle/Equipment	North 3-M	7500-8 7255/2040

Degreasing	North 3-M	7500-1 7251
Derust Spraying	North 3-M	7500-2 7252
Fiberglass Mixing/Application	North 3-M	7500-1 7251
Fuel Cell Entry NOTE: Only With GFE Approval	Full-Face Supplied-Air	N/A
Grinding/Chipping (Except lead,/Zinc/ Cadmium/Beryllium)	North 3-M	7500-6 7255/2040
Grinding/Sanding (Fiberglass)	North 3-M	7500-6 7255/2040
Hydraulic Fluid (Under Pressure)	Full-Face Supplied-Air	N/A
Insulation Repair (Non-Asbestos)	North 3-M	7500-6 7255/2040
Mercury Operations	Full-Face Supplied-Air	N/A
Motor Vehicle Exhaust	Full-Face Supplied-Air	N/A
PCB Cleanup	Full-Face Supplied-Air	N/A
Pesticides (Mixing/Application)	North 3-M	7500-1 & 7500-23 7251 & 7257

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Photo Developement & Pringing Operations	North 3-M	7500-4 7254
Spray Painting/Mixing (Except Lead/Chromate/Poly)	North 3-M	7500-1/7500-10 7251/7256
Spray Painting/Mixing (Lead/Chromates)	North 3-M	7500-81 7251/7255
Spray Painting/Mixing (Polyurethane-By Permit Authorization Only)	Full-Face Supplied-Air	N/A
Welding/Cutting/Brazing	North 3-M	7500-83 7253/7256

